

# POLICY MANUAL



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## PURPOSE:

To delegate financial signing authorities to the appropriate officials with levels of spending and payment authorities clearly defined.

## POLICY STATEMENT:

Starland County is committed to maintaining a strong system of internal controls to ensure the safekeeping and effective and efficient use of Starland County's assets and resources. Financial signing authorities is one of many internal controls employed by Starland County.

Delegated financial signing authorities are designated to approved positions on the Starland County Organizational Chart and not to individual employees.

## Spending Authority:

1. The Chief Administrative Officer (CAO) has the authority to designate financial signing authorities.
2. All expenditures must be included in the approved operating or capital budgets or be authorized by Council resolution. The only exceptions are in the case of an emergency or where there is a legal requirement to pay.
3. All expenditures must be initiated and managed as per *Policy 970-10 – Procurement, Disposition and Tendering* and be supported by a duly approved Purchase Order.
4. Where no purchase order was issued for an expenditure, the invoice must be coded and approved for payment by the Department Head.
5. Budgeted expenditures up to \$10,000 must be approved by the Department Head or delegate as per Appendix A Financial Signing Authorities Matrix.
6. Budgeted expenditures over \$10,000 must be approved by the Chief Administrative Officer.
7. All employee timesheets must be approved by the direct supervisor or responsible Department Head.
8. Expenditures not provided for in the budget must be approved by Starland County Council resolution and must have an identified, available source of funds.
9. No person shall authorize an expenditure where he/she will be the payee, or if the expenditure is for a function such as a training course, seminar, or conference that he/she would be attending. The Chief Administrative Officer or designate shall authorize all these transactions except his/her own which shall be authorized by the Reeve or Deputy Reeve.




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10. Written contracts or Memorandum of Agreements (MOA) shall be used in situations where there is a need to specify in writing the requirements for supply or continuing supply of goods or services, and the need to identify each party's degree of responsibility in the case of damage, default, or loss. A contract or MOA must be entered into by the correct designated authority (Department Head or Chief Administrative Officer) in accordance with the authority levels, over the period of the contract.
11. Department Heads are responsible for managing their budgets and expenditures shall not exceed their departmental budget.
12. Department Heads or delegates shall only approve expenditures related to their programs and from their budgets.
13. Expenditures for government source deductions, LAPP and group insurance shall be authorized by the Legislative Services Director in the CAO's absence. Expenditures for utilities may be authorized by the Legislative Services Director.

**Payment Authority:**

14. The Reeve or Deputy Reeve and Chief Administrative Officer or Legislative Services Director's signatures will appear on all general cheques. This is the official payment authority and approval.
15. Signatures for cheques will be handwritten.
16. The Reeve or Deputy Reeve and the CAO or Legislative Services Director will conduct a general review of each general cheque run noting payees and amounts. This is not an approval process and a review of the back up documentation for each cheque is not required. Source documents will be provided upon request. The Reeve or Deputy Reeve and the CAO or Legislative Services Director will sign the cheque register to confirm that the review has taken place.
17. When general payments are made via electronic funds transfer or direct deposit, the Reeve or Deputy Reeve and the CAO or Legislative Services Director will review the individual direct deposit statements and approve them via signature prior to uploading the direct deposit payment file to the bank.
18. At a minimum, the cheque register listing the payees and amounts for each general cheque run shall be made available to Council members for examination. It will be at the discretion of each Council to determine the extent and frequency to which they examine payments made by Starland County.
19. Each payroll register will be reviewed and approved via signature by the Reeve or Deputy Reeve and the Chief Administrative Officer or Legislative Services Director.
20. Prior to payment, the Corporate Services Director shall review all general payments and payroll, including source documents, to verify the legality, accuracy, and adherence to policy of County expenditures.

21. Credit cards are an alternate payment method and not a procurement tool. As such, all credit card payments shall be approved by the Chief Administrative Officer.

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**Absence of Signatory:**

22. During any absence of the Chief Administrative Officer, the Legislative Services Director shall assume the financial signing authorities of the CAO. When exercising CAO financial signing authorities, the Legislative Services Director must ensure that the signature block is dated and “In CAO’s absence” is written in the signature block.

23. During the absence of a Department Head or delegate, the next higher level of authority shall approve the expenditure.

**Specimen Signature Cards:**

24. A Specimen Signature Card (see Appendix B) shall be completed for each position on the organizational chart that exercises financial signing authority.

25. Specimen Signature Cards shall be used to verify signatures on source documents (i.e. purchase orders, contracts, invoices, etc.).

26. Each Specimen Signature Card shall identify:
- the position title as per Starland County’s organizational chart
  - the incumbent’s name
  - the effective date of the incumbent’s appointment to the position
  - the level and type of delegated signing authority (if the incumbent has more than one type of signing authority, all shall be listed on the specimen signature card)
  - the budget allocated to the position

27. The Corporate Services Director shall prepare and maintain all specimen signature cards.

28. The Chief Administrative Officer shall verify and authorize all specimen signature cards, except for their own which shall be approved by the Reeve.

29. When an incumbent departs from a position with financial signing authorities (either due to termination or a move to a different position), the specimen signature card shall be cancelled and end-dated with the effective date of the change.

30. All cancelled specimen signature cards shall be kept on file for a minimum of six years.

**Policy History:**

**August 17, 2020 (C22-215) – Changed position titles as per revised Organizational Chart and added payment authority procedure for EFT/direct deposit payment of trade accounts.**