

TITLE: SIGNING AUTHORITY & ONLINE BANKING

RESOLUTION NUMBER: 2024-06-16

POLICY #: CP-016

EFFECTIVE DATE: JUNE 25, 2024

SUPERSEDES:

UP FOR REVIEW: 2028

PURPOSE

The Town of Magrath is committed to establishing controls and procedures for paying the Town's accounts using cheques, electronic funds transfer and online banking systems. This policy outlines the procedures that will be followed and to establish signing authorities for the Town.

POLICY STATEMENTS

The Chief Administrative Officer (CAO) is the signing authority for general accounts, cheques and negotiables together with another member of the Council of the Town of Magrath.

The CAO is the signing authority for agreements and documents along with the Mayor.

Assignments and Procedures

1. General Banking and Investment Accounts

The CAO is the signing authority for establishing general banking and investment accounts along with the Mayor.

2. Cheques

The CAO and one other member of Council shall sign all cheques. In the absence of the CAO, two Council members are authorized to sign on behalf of the Town.

The first signor on the cheques shall review the backup information that the cheque pertains to and shall indicate approval by initialing the invoice.

3. Electronic Funds Transfers (EFT's)/Online Banking

All payroll EFT's shall be authorized by any two of the following: the CAO, the Municipal Clerk, and/or Members of Council.

The CAO and one Council member shall authorize all other Electronic Funds Transfers and Online Banking requisitions. In the absence of the CAO, two members of Council shall authorize EFT's.

When presented with a list of payments to be made by electronic means, both signors shall review and sign the listing as authorization for the payments to be made electronically.

4. Agreements and Documents

The CAO is the signing authority for agreements and documents along with the Mayor.

When external agreements are made on behalf of the Town, once the Council has approved the agreement, the CAO and the Mayor shall sign the agreements and apply the corporate seal where required.