



Section Financial	Policy No. 16-9	Page 1 of 2
Policy Title Signing Authorization	Date: December 16, 2014	Resolution No. 442/14

Purpose:

To establish the signing authorities for all financial instruments.

Kneehill County needs to have controls in place to ensure that all financial instruments are properly authorized and reflect the intent of Council.

Policy Guidelines/Procedures:

- 1) The Reeve/Deputy Reeve and Administration shall exercise due diligence when exercising their signing authorities to ensure that Council's intent is being carried out.
- 2) Council recognizes that in the interest of efficiency that is not necessary that every cheque be signed by the Reeve/Deputy Reeve and that there are more efficient alternative methods for the Reeve/Deputy Reeve to discharge their fiduciary responsibilities.
- 3) The signing authorities for Kneehill County will be the Reeve, Deputy Reeve, Chief Administrative Officer, Director of Municipal Services, Director of Corporate Services and the Executive Assistant.
- 4) Cheques drawn on the bank accounts of Kneehill County shall be signed and countersigned as hereafter provided:
 - a. All Accounts Payable cheques up to \$ 50,000 shall be signed by any two of the authorized signing authorities, one of which must be the Chief Administrative Officer or Director of Municipal Services.
 - b. All Accounts Payable cheques exceeding \$50,000 shall be signed by the Chief Administrative Office/ Director of Municipal Services and countersigned by the Reeve/Deputy Reeve.
- 5) Direct Deposit Payroll, Electronic Payroll Remittances, Councillor Expense Claims
 - a. The Payroll Register and the Transmission Confirmation Listing must be signed and dated by the Chief Administrative Officer/ Director of Municipal Services or Director of Corporate Services signifying approval of the payroll.
 - b. As a means of internal control, Payroll and Expense Claims for Council shall be reviewed by the Reeve and Council, via printing a quarterly report in the Information Package.
 - c. Personnel and Payroll files housed within the Accounting Software on the main computer drive will have security applied to them in the form of a password and only the Chief Administrative Officer, Director of Municipal Services, Director of Corporate Services, Payroll Administrator, Accounting Supervisor and anyone deemed necessary by the Chief Administrative Officer will have access to the password.
 - d. Late arrival of Councillor per diem and expense sheets will result in being paid the following month.


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- e. Review of CRA Remittances, as well as any other payroll deduction remittances will be signed by Accounting Supervisor or Director of Corporate Services.
- 6) To avoid late fees, Utility and Telephone Bills will be paid through preauthorized payment withdrawal. Verification of bills for accuracy will be the responsibility of the appropriate department head.
- 7) Signing authority is cancelled upon leaving employment/office.



Bob Long,
Reeve



Al Hoggan,
CAO

Approved: January 22, 2001 606/06
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