

AUTHORISED SIGNATORIES POLICY

Policy number	FINPOL011	Version	V.060916
Drafted by	J Rakadrudru	Approved by Board on	
Responsible person	M Usumaki	Scheduled review date	30/12/2020

PURPOSE

To spell out procedures that must be followed in the signing of cheques on behalf of Harbour City Harvest Church.

POLICY

All cheques issued on behalf of the organisation must be signed by a sufficient number of authorised persons and documented adequately.

AUTHORISATION

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Chairman

.....

Date

Harbour City Harvest Church

AUTHORISED SIGNATORIES PROCEDURES

Procedure number	FINPRO011	Version	V.060916
Drafted by	J Rakadrudru	Approved by Sec on	
Responsible person	M Usumaki	Scheduled review date	31/01/20

RESPONSIBILITIES

It is the responsibility of the Secretary to ensure that:

- staff are aware of this policy;
- any breaches of this policy coming to the attention of leadership are dealt with appropriately.

It is the responsibility of the employees and volunteers to ensure that their usage of organisational cheques conforms to this policy.

PROCESSES

All cheques must contain two eligible signatures. Eligible signatories are Board members or staff members who have been previously nominated and endorsed by the Board.

Any two of the above have the authority to sign cheques.

Signatories cannot sign a cheque made payable to themselves, or a blank cheque. All details on the cheque form must be filled in before signature.

A list of all cheques issued each month, featuring amount, recipient, signatories, and explanation, will be provided to the Treasurer.

LIMIT TO AUTHORITY

Amounts in excess of \$5,000 will require the Treasurer AND Chairman to provide written agreement of those signatories.

Amounts in excess of \$10,000 will require the Board’s approval in a simple majority.

Amounts in excess of \$20,000 will require the Local Church Council’s approval in a general meeting’s simple majority.

Amounts in excess of \$50,000 will require the Local Church Council’s approval in a general meeting’s special resolution.

AUTHORISATION

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Chairman

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Date