

LAMONT COUNTY

POLICY

TITLE : CHEQUE SIGNING

AUTHORITY : COUNTY COUNCIL

POLICY STATEMENT : UPON COMPLETION OF PROPER AUDIT PROCEDURES, ALL PAYROLL AND PAYABLE CHEQUES ARE TO BE SIGNED

PURPOSE : TO ENSURE CONSISTENCY IN CHEQUE SIGNING PROCEDURES

POLICY RESOLUTION : 90-113, 95-526, 00-295, 04-327

PROCEDURE : Council shall pass a motion at each organizational meeting designating its cheque signing authorities for the ensuing year.

At all times there shall be two signatures on each cheque issued by the County.

Cheques may be signed manually or by use of the cheque signing stamp.

Signature stamps may only be used by the person whose signature is reflected on the individual stamp.

Payroll Cheques

Payroll cheques, together with a cheque register will be prepared by the Payroll Clerk and submitted to the County Manager for signing in the appropriate manner.

The payroll register is to be approved by the Finance Committee.

Accounts Payable Cheques

Prior to being signed, the accounts (Purchase order and invoice) must be approved and initialled by a member of the Finance Committee.

The accounts Payable cheques can then be submitted to the County Manager for signing in the appropriate manner.

Cheque Signing Stamp

Council has authorized the use of a cheque signing stamp in order to facilitate the cheque signing procedures.

The authorized cheque signor may request a cheque signing stamp to be created bearing his/her individual signature.

The authorized cheque signor is solely responsible for ensuring that the cheque signing stamp is used by him/her only.

Each authorized cheque signor will be provided with a locked box and the keys. These locked boxes are bolted to a shelf in the vault. The authorized cheque signor will keep his/her cheque signing stamp in this locked box and will be the only custodian of the keys to the locked box.

In the event that an individual is no longer an authorized cheque signor, the CAO and the Director of Corporate Services will ensure that the cheque signing stamp is destroyed. The destruction of the cheque signing stamp is witnessed and written documentation of the date and time of destruction is documented and filed in the bank signing authority file.