



LAC LA BICHE COUNTY POLICY

TITLE: CHEQUE & DOCUMENT SIGNING AUTHORITY	POLICY NO: CS-10-016
RESOLUTION: 14.612	EFFECTIVE DATE: JANUARY 22, 2013
LEAD ROLE: GENERAL MANAGER, CORPORATE SERVICES	NEXT REVIEW DATE: OCTOBER 31, 2015
CROSS REFERENCE: Sections 212, 213 MGA	AMENDMENT DATE: AUGUST 12, 2014

POLICY STATEMENT:

Cheque Signing:

Sections 213(4) and (5) of the *Municipal Government Act* state that:

- (4) Agreements and cheques and other negotiable instruments must be signed or authorized
 - (a) by the chief elected official (Mayor) or by another person authorized by council to sign them, and
 - (b) by a designated officer (Chief Administrative Officer), or by a designated officer acting alone if so authorized by council.
- (5) A signature may be printed, lithographed or otherwise reproduced if so authorized by council.

To comply with the Act, and to provide good internal control and efficiency, the following positions are authorized cheque signors for Lac La Biche County:

One of:

- (a) the Mayor,
- (b) the Deputy Mayor, and
- (c) any other councillors appointed by a resolution of Council,

and:

- (d) the Chief Administrative Officer (CAO) and
- (e) any Assistant CAO, General Manager, or Senior Manager appointed by resolution.

The signature of the Mayor may be printed, lithographed, or otherwise reproduced on a cheque with a payable amount of less than \$5,000.00, in lieu of an actual signature by the Mayor, Deputy Mayor, or authorized councillor.

The signature of the Mayor may be printed, lithographed, or otherwise reproduced on a cheque with a payable amount of \$5,000 or more if all of the following conditions are met:

- (a) If the cheque is required on an immediate one – time basis,
- (b) If the Mayor, Deputy Mayor, or authorized councillor is not available, and
- (c) Only if authorization is received from one of the Mayor, Deputy Mayor, or authorized councillors in writing or via fax or email.

For internal control purposes, all cheque registers and electronic payment registers must be signed by one elected official and one member of County Administration authorized to sign cheques.

Signing of Documents:

Agreements can be signed by the Chief Administrative Officer acting alone if:

- (a) the agreement is part of a budgeted expenditure approved by Council, or,
- (b) Council authorizes the Chief Administrative Officer to do so.

The Chief Administrative Officer may by writing designate other Lac La Biche County positions or employees that are authorized to sign agreements and non – negotiable documents on behalf of the County.

“Original Signed”
Chief Administrative Officer

August 22, 2014
Date

“Original Signed”
Mayor

August 25, 2014
Date



TITLE: CHEQUE SIGNING PROCEDURE

PROCEDURE NO: CS-10-016

SPECIAL NOTES/CROSS REFERENCE:

AMENDMENT DATE:

POLICY NO. CS-10-16 (CHEQUE & DOCUMENT SIGNING AUTHORITY)

MUNICIPAL GOVERNMENT ACT (SECTIONS 169, 212, 213)

1. GENERAL GUIDELINES:

The purpose of this procedure is to advise appointed cheque authorities, either members of Council or Administration, on the County's cheque signing practices.

2. DEFINITIONS:

Act: The Municipal Government Act, RSA 2000, Chapter M-26 as amended from time to time.

Signing Authority: A member of Council or Administration appointed to sign cheques on behalf of Lac La Biche County.

3. PROCEDURE:

- The Act requires cheques to be signed by two parties:
 - An elected signing authority - the Mayor or another councillor appointed as a signing authority by Council resolution
 - An Administrative signing authority - the Chief Administrative Officer or a senior manager appointed as a signing authority by Council resolution
- County policy allows a stamp with the Mayor's signature to be used instead of an original signature on cheques less than \$5,000.00.
- Cheque signing is not an auditing function. The County has an internal control system, which involves a number of budgetary, purchase order, and invoice approvals prior to the issuing of a cheque.
- However, as part of the cheque signing process, the signing authority may review a sample of cheques and associated invoices for reasonableness. Questions may be directed to Administration about a cheque or an invoice to help assure the signing authority of reasonableness.
- Invoices reviewed as above should be initialed by the signing authority.
- As well as the cheques themselves, the cheque register associated with the cheque must be signed by the signing authority.
- No signing authority can sign a cheque payable to himself/herself, a family member, or a related corporation as described in sections 169 (a) and (b) of the Act.

- A signing authority cannot sign a cheque if it is a payment for an invoice given final approval by the same signing authority.
- Cheque registers for electronic payroll deposits must be reviewed and signed by two signing authorities (an elected signing authority and an Administrative signing authority).

"Original Signed"
Chief Administrative Officer

October 18, 2018
Date