

AUTHORITY TO SIGN CHEQUES POLICY

Policy number	003	Version	001
Drafted by	Marc Littlewood	Approved by Board on	19 th June 2016
Responsible person	Marc Littlewood	Scheduled review date	19 th June 2019

INTRODUCTION

An organisation without cheque signing procedures may be vulnerable to fraud or error.

PURPOSE

To spell out procedures that must be followed in the signing of cheques on behalf of Whyalla FM Public Broadcasting Association.

POLICY

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

AUTHORISATION

Thea Clark
19th June 2016
Whyalla FM Public Broadcasting Association Incorporated

Policies can be established or altered only by the Board: **Procedures** may be altered by the Board.

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AUTHORITY TO SIGN CHEQUES PROCEDURES

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RESPONSIBILITIES

It is the responsibility of the treasurer to ensure that:

- staff are aware of this policy;
- any breaches of this policy coming to the attention of management 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.

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