



Northeastern Catholic District School Board

SIGNING OFFICERS OF THE BOARD

Policy Number: B-1

Authority: 98-172/11-104/18-31/19-04/22-03

POLICY STATEMENT

The NCDSB believes that in order to ensure public accountability, financial transparency and proper internal controls, the Board shall assign Signing Officers of the Board.

REFERENCES

Nil.

DEFINITIONS

Nil.

POLICY REGULATIONS

- 1.0 The signing officers of the NCDSB shall consist of two of the following bank account computerized signatures:
 - a) The Chairperson of the Board, OR Vice-Chair of the Board,
 - b) The Director of Education as Treasurer, OR Superintendent of Business and/OR Manager of Financial Services.
- 2.0 The above signing officers shall have such duties as outlined in this policy and other duties as assigned by the Board.
- 3.0 All deeds, transfers, contracts, legal documents, rentals and other agreements for and on behalf of the NCDSB shall be signed by the Director of Education and/or the Chairperson of the Board as required.
- 4.0 The Director of Education shall be responsible for affixing the seal of the Board as required.
- 5.0 The Director of Education will act as signing officer on behalf of the NCDSB for construction projects.
- 6.0 Cheques and financial transactions on the general payroll and capital bank accounts shall be signed by any two of the signing officers.

- 7.0 The Director of Education shall delegate his/her signing authority to another supervisory officer in the event of his/her absence, if necessary.
- 8.0 In accordance with the *Education Act*, the use of mechanical signing equipment is authorized with the understanding that internal controls will be established and maintained to avoid unauthorized use.