



# Northeastern Catholic District School Board

## **SIGNING OFFICERS OF THE BOARD**

**Policy Number: B-1**

**Authority: 18-31/19-04**

### **POLICY STATEMENT**

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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**

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Nil.

### **DEFINITIONS**

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Nil.

### **POLICY REGULATIONS**

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- 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 or 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.

