

AP 5150: Signing Authority

Background

This Administrative Procedure outlines the positions authorized to sign on behalf of the District and their level of signing authority. A file containing sample signatures of the individuals authorized as outlined in this Administrative Procedure shall be maintained in the Office of the Secretary-Treasurer.

Procedures

1. Corporate Seal

- 1.1. The signing officers for execution of all legal documents requiring the corporation seal shall be the Chair or Vice-Chair of the Board, together with the Secretary-Treasurer or in their absence, the Superintendent (CEO).

2. Agreements Requiring One Signature

- 2.1. Agreements, other than those requiring Corporate Seal, require only the signature of one authorized District official to bind the District.
 - 2.1.1. Where a financial commitment is involved in such agreements, the Secretary-Treasurer, or, in their absence, the Superintendent (CEO) or in their absence, the Assistant Superintendent is authorized to sign on behalf of the District.
 - 2.1.2. Where there is no financial commitment inherent in the agreement, the Superintendent (CEO), the Secretary-Treasurer, or in their absence, the Assistant Superintendent is authorized to sign on behalf of the District.
- 2.2. Agreements for construction contracts for more than \$200,000 require District approval of the Secretary-Treasurer. Agreements for construction contracts for \$200,000 or less require District approval of the Director of Operations with the approval of the Secretary-Treasurer.
- 2.3. Labour agreements involving letters of agreement, memorandums of agreement/understanding, and grievance settlements require the signature of the Superintendent (CEO) to bind the District to the terms of the agreement. The Superintendent will delegate this to the Director of Human Resources on a case-by-case basis.
- 2.4. New offers of employment or contracts to staff will be made by the Superintendent (CEO) or Secretary-Treasurer depending on the position's direct or indirect supervisor.

3. Cheques and Financial Institution Transfers

- 3.1. The signatures on system produced cheques shall carry the facsimile signatures of the Secretary-Treasurer and one of the two signatures, the Superintendent (CEO) or Assistant Superintendent.
- 3.2. The following approvals are required for cheques written on District accounts and bank transfers between District financial institutions:
 - 3.2.1. A summary of cheques more than \$20,000 with supporting documentation must be reviewed and approved by the Secretary-Treasurer. Cheques up to \$20,000 with supporting documentation must be reviewed and approved by the Manager of Finance.
 - 3.2.2. Bank transfers in the amount of \$20,000 or over must be authorized by Secretary-Treasurer. Bank transfers below \$20,000 between District financial institution accounts must be authorized by the Manager of Finance or the Secretary-Treasurer.
- 3.3. Electronic fund transfers pre-authorized by the District's signing authorities and the primary financial institution out of the District's bank accounts are internally controlled by the Manager of Finance and the Manager of Payroll for such things as direct deposit of employee's payroll, electronic payment of accounts payable, pre-authorized cheques or account adjustments between bank accounts of the District.

4. Approval Thresholds

- 4.1. Principals, Directors, District Principals, and Managers with budget authority for an account are authorized to initiate requests for expenditures in accordance with limits identified below and applicable budget limits. Examples include such things as purchase requisitions, requests for work to be done by maintenance staff that will incur charges, approving invoices, etc.

4.1.1. <u>Principals</u>	Up to \$ 5,000
4.1.2. <u>District Managers</u>	Up to \$ 10,000
4.1.3. <u>Directors</u>	Up to \$ 20,000
4.1.4. <u>Assistant Superintendent</u>	Up to \$ 30,000
4.1.5. <u>Secretary-Treasurer or Superintendent (CEO)</u>	No limit, but amounts over \$500,000 must be approved by the Secretary-Treasurer and Superintendent (CEO)

Any approvals that exceed the levels outlined in section 4.1.1 - 4.1.4 require a second approval signature of the Secretary-Treasurer.

- 4.2. Annually, by September 1, the Secretary-Treasurer will ensure a signing matrix exists consisting of sample signatures of those authorized to approve purchases in accordance with this Administrative Procedure.

5. School Trust Funds

- 5.1. Any two of the following signatures:
 - 5.1.1. Principal, and
 - 5.1.2. One of the following: Vice Principal or Secretary

6. Rental or Lease Agreements and Contracts for Service

- 6.1. The Secretary-Treasurer must execute all rental or lease agreements for real property and equipment as well as contracts for service.

7. Insurance Claims and Policy Renewals

- 7.1. The Secretary-Treasurer is authorized to sign insurance claims and policy renewals on behalf of the District. In addition, the Director of Operations or the Manager of Transportation is authorized to sign the vehicular insurance certificates for fleet insurance purposes.

8. Legal Expenditures

- 8.1. Members of the senior leadership with budget authority for legal fees accounts require approval of the Superintendent (CEO) or Secretary-Treasurer prior to engaging lawyers, mediators or arbitrators.

9. Financial Reports on Contracts or Agreements

- 9.1. Financial reports required by official contracts or agreements between the District and other parties through which funding has been received must be signed by the Secretary-Treasurer.

10. Taxation and Remittance Reporting

- 10.1. Reports required by taxation authorities and reports on remittance of funds may be signed on behalf of the District by:
 - 10.1.1. Manager of Payroll
 - 10.1.2. Manager of Finance
 - 10.1.3. Secretary-Treasurer

11. Obligations of District Staff

11.1. No person may sign any document or enter into an oral or written agreement that creates an obligation or undertaking on behalf of the District unless the individual has the authority to do so under this Administrative Procedure.

11.2. All employees have an obligation to understand the extent and limits of their authority, if any, and understand and comply with the District's policies, regulations, procedures, and processes.

12. Records Management

12.1. Once a contract or commercial agreement of a financial commitment has been signed on behalf of the District and the other party of the contract, an electronic copy of the signed contract shall be Office of the Secretary-Treasurer.

13. Electronic Signatures

13.1. Electronic documents and electronic signatures are acceptable as per the Electronic Transaction Act of BC; "electronic signature" means information in electronic form that a person has created or adopted to sign a record and that is in, attached to or associated with the record.

13.2. A requirement under law that a record be in writing is satisfied if the record is:

13.2.1. In electronic form, and

13.2.2. Accessible in a manner usable for subsequent reference.