



# 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

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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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*Education Act*

### 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:
  - i) The Chairperson of the Board, OR Vice-Chair of the Board,
  - ii) 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 their signing authority to another supervisory officer in the event of their 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.