



# Northeastern Catholic District School Board

## SIGNING OFFICERS OF THE BOARD

Policy Number: B-1

Authority: 98-172/11-104/18-31/19-04/22-03/24-71

### 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 For all banking related matters, the signing officers of the NCDSB shall consist of any two of the following:
  - i) The Director of Education;
  - ii) The Superintendent of Business;
  - iii) Manager of Financial Services;
  - iv) The Chair of the Board of Trustees or Vice-Chair of the Board in the Chair's absence.
- 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.