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The Community Foundation  
of the Bega Valley Region  
[www.mumbulla.org.au](http://www.mumbulla.org.au)

## AUTHORITY TO SIGN CHEQUES AND AUTHORITY TO PAY POLICY

Policy number	MF001POL	Version	1.0
Drafted by	<b>Michael Pryke</b>	Approved by Board on	<b>21/07/2020</b>
Responsible person	<b>Michael Pryke</b>	Scheduled review date	<b>21/07/2022</b>

### INTRODUCTION

An organisation without cheque signing and authority to pay procedures may be vulnerable to fraud or error.

### PURPOSE

To spell out procedures that must be followed in the signing of cheques or authorising authority to pay on behalf of Mumbulla Foundation.

### POLICY

All cheques issued or authority to pay (online banking) on behalf of the organisation must be signed by at least two authorised persons, as approved by the Board and documented adequately.

### AUTHORISATION

Chair

Name: **Michael Pryke**

Signature: 

Date: **21/07/2020**



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## AUTHORITY TO SIGN CHEQUES AND AUTHORITY TO PAY PROCEDURES

Procedure number	MF001PRO	Version	1.0
Drafted by	<b>Michael Pryke</b>	Approved by Board on	<b>21/07/2020</b>
Responsible person	<b>Michael Pryke</b>	Scheduled review date	<b>21/07/2022</b>

### RESPONSIBILITIES

It is the responsibility of the Chair to ensure that:

- Board Members are aware of this policy;
- any breaches of this policy are dealt with appropriately.

It is the responsibility of the Board Members and volunteers to ensure that their usage of organisational cheques and authorities to pay conform to this policy.

### PROCESSES

All cheques and authorities to pay must contain two eligible signatures. Eligible signatories are Board members who have been previously nominated and endorsed by the Board.

Any two of the above have the authority to sign cheques or authorities to pay.

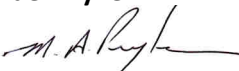
Signatories cannot sign a cheque or authorise a payment made payable to themselves, or a blank cheque. All details on the cheque form must be filled in before signature.

A list of all payments made each month, featuring amount, recipient, signatories, and explanation, will be provided to the Treasurer.

### AUTHORISATION

Chair

Name: **Michael Pryke**

Signature: 

Date: **21/07/2020**