

## **AUTHORITY TO SIGN CHEQUES ERJ 3.1.2**

### **INTRODUCTION**

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

### **PURPOSE**

To spell out procedures that must be followed in the signing of cheques on behalf of Edmund Rice Justice Aotearoa New Zealand Trust.

### **POLICY**

All cheques issued on behalf of the organisation must be signed by a sufficient number of authorised persons and documented adequately.

### **AUTHORISATION**

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Chair

17<sup>th</sup> March 2014

Edmund Rice Justice Aotearoa New Zealand Trust

Procedure number	ERJ 3.1	Version	2
Drafted by	Paul Robertson	Approved by Board on	
Approval Body	ERJANZ Trust Board	Scheduled review date	March 2016

## AUTHORITY TO SIGN CHEQUES PROCEDURES ERJ 3.1.2

### RESPONSIBILITIES

It is the responsibility of the EO to ensure that:

- staff are aware of this policy;
- any breaches of this policy coming to the attention of management are dealt with appropriately.

It is the responsibility of the employees and volunteers to ensure that their usage of organisational cheques conforms to this policy.

### PROCESSES

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

Any two of the above have the authority to sign cheques.

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

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

### RELATED DOCUMENTS

- Acceptable Use Policy
- Credit Card Policy
- Delegations Policy

### AUTHORISATION

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