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FS-05 Signing Authority

Policy statement

This policy clarifies who in the county may sign or authorize financial transactions, agreements and other municipal documents. It will provide clarity of roles and responsibilities within the county.

Definitions

Agreement means a document initiated by a financial institution or other party that require signatures by the designated signatories.

Signatory means Leduc County staff who have authorization to approve financial transactions on the county's behalf.

Policy standards

Accounts, cheques, agreements and other municipal documents

- 1) Bank accounts and investments
 - a) Authority for signing service agreements that open or close financial accounts shall be:
 - i. First signature – mayor or deputy mayor
 - ii. Second signature – county manager or deputy county manager
 - b) The County Manager assigns authority to transfer between financial accounts.
- 2) Cheques

Authority for signing cheques are the same as indicated in section 1. a.
- 3) Agreements for budgeted expenditures (purchasing)

Authority for signing or authorizing agreements for the acquisition of goods and services are as follows:

 - a) County manager or designate – any purchase agreement or invoice within the approved budget that are greater than \$1,000,000.
 - b) Deputy county manager – any purchase agreement or invoice within the approved budget ranging from \$100,000 to \$1,000,000.
 - c) General manager – any purchase agreement or invoice within the approved budget ranging from \$100,000 to \$500,000. In the absence of the county manager and deputy county manager, the general manager has approval up to \$1,000,000.
 - d) Directors – any purchase agreement or invoice within the approved budget up to \$100,000.

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- e) Managers – any purchase agreement or invoice within the approved budget ranging from \$15,000 to \$50,000. The director assigns the authority limit for each manager.
 - f) Employees – any purchase agreement or invoices within the approved budget up to \$5,000. The director assigns the authority limit for each employee.
- 4) Other documents and agreements
- a) Documents and agreements are required to have an original signature.
 - b) Grant funding applications and grant financial reporting are approved by the county manager.
 - c) Tax recovery notification list provided to the Alberta Land Title Office is approved by the county manager, deputy county manager or general manager.
 - d) Tax certificates and discharges of properties from the tax recovery notification list are approved by the director of Finance.

Policy authority

The Signing Authority policy shall consider and incorporate all legal and legislative requirements under the *Municipal Government Act*, Sections 213(4), 270, the Leduc County Investment Policy (FP-02), the County Manager Bylaw 18-19 and any other relevant legislation.

Policy responsibilities

1) Council responsibilities

Council shall:

- Approve the Signing Authority policy.

2) Administration responsibilities

County manager or designate shall:

- direct administration to develop the necessary administrative procedures to implement this policy
- assign authority to designates to transfer between financial accounts
- assign authority to the deputy county manager or general manager in his/her absence to sign these transactions

Director of Finance shall:

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- ensure the senior management team is aware of and create internal controls to ensure staff are abiding by the policy
- ensure the Finance department management team is aware of and abiding by the policy
- oversee the acquisition of goods and services signing authority and update at established intervals or as required
- maintain and update this policy

Directors shall:

- ensure the department management team is aware of and abiding by the policy
- update authorities as required

Managers shall:

- ensure delegated staff are aware of and abiding by the policy

Delegated employees shall:

- be aware of and abide by the policy.

Monitoring and updating

- 1) This policy shall be available for public inspection and will be posted on Leduc County's website.
- 2) This policy shall be reviewed at least once every four years.

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