

Resort Village of Aquadec

<u>Policy Title</u>	<u>Policy #</u>	<u>Resolution</u>	<u>Resolution Date</u>	<u># of pages</u>	<u>Forms</u>
Signing Authority	GG-021	174-24	July 26, 2024	1	

Policy Objective:

To designate signing authorization

Background:

Cheques are issued every 2 weeks and can be held for Council signatures. Accounts Payable are required to be completed through the banking institution and Council members are not always readily available or have access to the correct banking institutions to complete the authorization.

Policy:

1. Cheques
 - a. Council authorizes the CAO or designate and one member of Council authorized to sign in accordance with the Council Procedures Bylaw
2. Accounts Payable via Electronic Funds Transfer (EFT)/Electronic Transfer/Email Transfer
 - a. Council authorizes the CAO and the designate, with signing authority, or council member to complete payments;
 - i. This will be for all CRA and MEPP remittances;
 - ii. The Contractor monthly remittances;
 - iii. Other remittances as required from time to time for on line payments.
3. Payroll
 - a. Council authorizes the CAO to complete the payments to Staff.

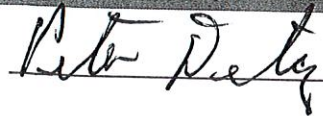
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RESORT VILLAGE OF AQUADECO

Policy Title: Signing Authority

Date Issued: Res #174/24 – July 26/2024

Replaced – Res #



 Mayor