SPECIALIZED CLINICAL DEVELOPMENTAL
SERVICES NETWORK

FINANCE POLICY

Section: Banking & Financial Management	Policy Number: 2.11
Policy: Cheque Signing	Approved Date: 25-Mar-2025
	Last Revised Date:
Attachment(s):	Last Revision Approved Date:

Introduction

The cheque signing policy is applicable to payments by cheque only; a cheque will only be created when payment by electronic means is not reasonable.

Policy

Annually, the Board of Directors will authorize up to 4 directors (Executive Team) to sign cheques on behalf of the Specialized Clinical DS Network; 2 authorized Directors are required to sign all cheques. The authorized signers will be the Board executive.

Procedure

1. At the first Board meeting after the Annual General Meeting the Board will vote to authorize the Chair, Vice-Chair, Treasurer and Secretary to sign cheques and authorize payments/expenditures on behalf of the network
2. If any of the above Officer's position is vacant the Board will determine which Board member, if any, will be selected to act as a signing authority.
3. At any time, there should be no less than 3 Board members authorized to sign cheques

Reference

Note: for electronic banking payment authorizations see policy 2.30
2025 approved Bylaws, Article II General, Item 2.5 Banking