



County of Wetaskiwin No. 10 Municipal Policy

Department:

Policy No.

12.3 Financial Management

12.3.3

Title Signing Authority

1. Policy Statement:

1.1. This Policy has been established in order to designate signing authorities for all County of Wetaskiwin documents, contracts, and financial instruments.

2. Responsibilities:

2.1. The legal signing officers for the municipality are the Reeve, and the CAO or their designate. Both the Reeve and CAO or their designate shall sign:

2.1.1. All minutes of Council Meetings

2.1.2. Bylaws

2.1.3. All agreements entered by Council and financial instruments

2.1.4. Manual paycheques greater than \$9,999.99 net

2.1.5. Accounts Payable vouchers and manual paycheque vouchers prior to the release of any cheques

2.1.6. Accounts Payable cheques greater than \$9,999.99

2.1.7. All payments made to either the Reeve or the CAO.

2.2. The CAO or his/her designate shall approve/sign:

2.2.1. Payroll cheques processed through direct deposit.

2.2.1.1. The auto cheque signer shall affix the Reeve's signature on all manual payroll cheques under \$10,000.00 net.

2.2.2. Accounts Payable cheques greater than \$999.99 but less than \$10,000.00

2.2.2.1. The auto cheque signer shall affix the Reeve's signature.

2.2.3. All other financial documents, contracts, agreements, and letters of intent within budget.

2.3. The auto cheque signer shall affix the Reeve and CAO signatures on any cheques less than \$1,000.00.

2.4. The Manager of Information Services shall be responsible for programming the required steps to obtain the levels of security outlined in this Policy.

2.5. A credit card shall be issued to the CAO to be used for direct expenses regarding County authorized expenditures. Indirect expenses, such as gasoline and oil for personal vehicles, shall not be permitted.

2.6. The credit limit of the Credit Card shall not exceed \$20,000.00.

3. Related Documents:

3.1. Form - Request to Use Corporate Credit Card

3.2. Policy 11.0.1 Roles & Responsibilities – CAO & Council

Administrative Review	Policy Committee	Council Revised	Council Approved	Page
DM20220525.007	May 31, 2022	CG20220614.028 CG20230815.021	October 5, 2004	1 of 1