



Series: Fiscal Management **COA:** FIN 2, 7.07,
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CFOP: --

Policy Name: Signatory Authority
Policy Number: GOV-201
Revision #/Date: (1) 10/1/08
Effective Date: 1/25/07

Applicable to: All CBCB Staff

SUBJECT: Signatory Authority

PURPOSE: To implement signatory authority for CBCB as directed by the Board of Directors.

POLICY:

Payment Authority

1. All payments authorizations from CBCB will be governed by this policy.
2. Payments from CBCB will be made in the following formats: manual check, system check, credit card, and electronic funds transfer (EFT). On rare occasions based on extraordinary circumstances, a payment may be made by electronic wire.
3. A signature card from the banking institution selected by the Board of Directors must be completed for all authorized payment signatures.
4. All payment formats must be for expenditures being paid within the Board approved budget and/or contracts.
5. All payment formats will be recorded in the accounting system deployed at CBCB.

POSITIONS AUTHORIZED to ISSUE PAYMENTS and THRESHOLD LIMITS ASSIGNED

1. Chairman and Vice Chairman of the Board
Unlimited amount per payment format.
Dual signature if a payment format is \$500,000.00 or more.
2. Board Treasurer
Unlimited amount per payment format.
Dual signature if a payment format is \$500,000.00 or more.
3. Chief Executive Officer (CEO)
Unlimited amount per payment format.
Dual signature if a payment format is \$100,000.00 or more.
4. Chief Financial Officer (CFO)
Unlimited amount per payment format.
Dual signature if a payment format is \$100,000.00 or more.

Electronic Signature for Payment

1. The accounting system will contain the electronic signature of the CFO.
2. This electronic signature will be placed on all system payments when appropriate authorization has been received and confirmed for each expenditure to be paid.
3. The internal controls for the use of the electronic signature will include:
 - A separation of duties so no one individual can control all phases of the processing of a payment transaction.
 - A review procedure is implemented excluding the CFO and other Accounting Staff to monitor banking transactions.
 - Appropriate security precautions are taken to secure access to checks and the accounting system.
 - The CFO does not have unrestricted rights to the accounting system.

Contract Authority

1. The authorization of all contractual arrangements with CBCB will be governed by this policy.
2. All newly proposed contractual arrangements at or for more than \$50,000 will be reviewed by the Board of Directors. The review process is as follows:
 - The members of the Board of Directors will be given five (5) calendar days to review and comment on any contract within this classification.
 - During this period of time, the members of the Board of Directors should raise any concerns they have with the contract under review.
 - All comments or concerns will be forwarded to the CEO or their designee for resolution. Once notified, the CEO or their designee will resolve any issue identified and, if necessary, resubmit the contract to the entire Board of Directors for consideration.
 - The CEO or their designee will issue a timely response to any comments or concerns identified. A time for a response from the CBCB staff will be determined by the nature of the issue being address. As a result, no specified time is defined for a response.
 - If no other concerns are raised and once all issues previously identified are resolved, the contract will be executed by the CEO of CBCB. No contract will be executed until all matters have been resolved.
3. All contractual arrangements at or less than \$49,999.99 can be executed by the CEO of CBCB without review by the Board of Directors.
4. Regardless of the amount of a contractual arrangement, all executed contracts must be for services, equipment, etc. which serve to accomplish the mission of CBCB set forth by the Board of Directors.
5. All contractual arrangements must comply with all applicable Federal, State and Local laws and regulations.

Community Based Care of Brevard, Inc. Policy and Procedure Manual

Approved by the CBC of Brevard Board of Directors OCTOBER 23, 2008


AS APPROVED BY THE BOARD OF DIRECTORS:



MR. WILLIAM RYDER
Chair

Signature Date: OCT, 23 2008

BY DIRECTION OF THE CHIEF EXECUTIVE OFFICER:



DR. PATRICIA NELLIUS-GUTHRIE
Chief Executive Officer

Signature Date: OCT. 27, 08