

# Family Partnerships of Central Florida

## POLICY

---

<b>Series:</b>	<b>Governance</b>	<b>COA: FIN1,3, GOV 5, GOV 7</b> <b>CFOP: N/A</b>
<b>Policy Name:</b>	Signatory Authority	
<b>Policy Number:</b>	GOV201	
<b>Review Date:</b>	4/16/2024	
<b>Revision Dates:</b>	7/27/2023	
<b>Effective Date:</b>	1/25/2007	
<b>Applicable to:</b>	Family Partnerships of Central Florida Family of Agencies (FPoCF FOA) Governance Board of Directors and All Family Partnerships of Central Florida Family of Agencies Staff	

---

**SUBJECT:** Signatory Authority

**PURPOSE:** To implement signatory authority for Family Partnerships of Central Florida (FPoCF) as directed by the FPoCF Governance Board of Directors.

**REFERENCE:** AP421 Payment Signatory Authority

### POLICY:

#### **Payment Authority**

1. All payments and authorizations from FPoCF are governed by this policy.
2. FPoCF processes payments 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. The preparation and signing of manual checks and electronic wires is managed by the Chief Financial Officer or designee approved by the President and Chief Executive Officer in the absence of the Chief Financial Officer.
3. A signature card from the banking institution selected by the FPoCF FOA Governance 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.

#### **POSITIONS AUTHORIZED to ISSUE PAYMENTS and THRESHOLD LIMITS ASSIGNED**

1. President and Chief Executive Officer  
Unlimited amount per payment format.  
Dual signature if a payment format is \$250,000.00 or more.
2. Chief Financial Officer or Designee appointed by the President and Chief Executive Officer in the absence of the Chief Financial Officer.  
Unlimited amount per payment format.  
Dual signature if a payment format is \$250,000.00 or more.

# Family Partnerships of Central Florida

The President and Chief Executive Officer will bring to the FPoCF Governance Board of Directors any contract or single payment at or over \$250,000.00 for review ahead of committing the funding.

## **Electronic Signature for Payment**

1. The accounting system contains the electronic signature of the Chief Financial Officer, or the designee appointed by the President and Chief Executive Officer in the event of a staff vacancy and the President and Chief Executive Officer.
2. This electronic signature is 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 includes:
  - A separation of duties so no one individual can control all phases of the processing of a payment transaction.
  - A review procedure excluding the Chief Financial Officer and other Accounting Staff to monitor banking transactions.
  - Appropriate security precautions taken to secure access to checks and the accounting system.
  - The Chief Financial Officer does not have unrestricted rights to the accounting system.
  - A review procedure for monitoring bank transactions; security for access to checks and the accounting system and limited access of partners to the accounting system related to these security items.

## **Contract Authority**

1. The authorization of all contractual arrangements with FPoCF is governed by this policy.
2. All newly proposed contractual arrangements at or more than \$250,000 are reviewed by the FPoCF Governance Board of Directors. The review process is as follows:
  - The members of the FPoCF Governance Board of Directors are given five (5) calendar days to review and comment on any contract within this classification.
  - During this period of time, the members of the FPoCF Governance Board of Directors should raise any concerns they have with the contract under review.
  - All comments or concerns will be forwarded to the President and Chief Executive Officer or designee for resolution. Once notified, the President and Chief Executive Officer or designee will resolve any issue identified and, if necessary, resubmit the contract to the entire FPoCF Governance Board of Directors for reconsideration and if necessary, a Special meeting of the Board will be convened.
  - The President and Chief Executive Officer or designee will issue a timely response to any comments or concerns identified. The timeframe for a response from the President and Chief Executive Officer or designee will be determined by the nature of the issue being addressed. 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 President and Chief Executive Officer. No contract will be executed until all matters have been resolved.
3. All contractual arrangements less than \$250,000 can be executed by the President and Chief Executive Officer without review by the FPoCF Governance Board of Directors.

# Family Partnerships of Central Florida

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 FPoCF set forth by the FPoCF Governance Board of Directors.
5. All contractual arrangements must comply with all applicable Federal, State and Local laws and regulations.
6. The Executive Directors of NCFIE are authorized to sign their contracts and associated amendments with FPoCF. The FPoCF President and Chief Executive Officer remains the signatory authority for contracts between the FPoCF FOA's and all subcontractors.

Approved by the Brevard Family Partnership Governance Board of Directors on July 27, 2023.

AS APPROVED BY THE BOARD OF DIRECTORS:



DANIEL P. RODGERS  
Board Chair

BY DIRECTION OF THE PRESIDENT AND CHIEF EXECUTIVE OFFICER:



PHILIP J. SCARPELLI  
President and Chief Executive Officer  
Family Partnerships of Central Florida

Signature Date: 4/16/2024

Signature Date: 4/16/2024