PROCEDURE

Series:	**Accounts Payable**	**COA: FIN 2, 7.07**
		CFOP: NA

Procedure Name:	Payment Signatory Authority
Procedure Number:	AP421
Reviewed Date:	(2) 03/10/11, (3) 10/1/14
Revision #/Date:	10/06/15, 3/2/2020
Effective Date:	01/25/207

Applicable to:	All BFP Staff

PURPOSE: To implement payment signatory authority for BFP as directed by the Board of Directors in Policy GOV201.

REFERENCE: GOV201.

PROCEDURE:

Requirements

A. All payments from BFP will be authorized by this procedure.

B. Payments from BFP will be made in the following formats: manual check, system check, credit card or electronic funds transfer (EFT). On rare occasions based on extraordinary circumstances, a payment may be made by electronic wire.

C. All payment formats must be for expenditures being paid within the Board approved budget and/or contracts.

D. The following steps are followed for payments to be authorized:
1. All payment formats will be processed according to procedure AP415.

2. In addition to procedure AP415, manual checks must meet the criteria outlined in procedure AP420.

3. In addition to procedure AP415, credit card payments must meet the criteria outlined in procedure AP410.

4. A signature card from the banking institution must be completed for all authorized signatures.

5. Master Trust, Brevard Family Partnership, CARES, Family Allies, and NCFIE checks are issued from the Microsoft Dynamics SL (Solomon). All payment formats will be recorded in Solomon.

POSITIONS AUTHORIZED and THRESHOLD LIMITS ASSIGNED

A. Chief Executive Officer (CEO)
Unlimited amount per payment format.
Dual signature if a payment format is $250,000.00 or more.

B. Chief Financial Officer or Designee appointed by the CEO 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.

C. This electronic signature of Chief Financial Officer will be placed on all system payments when appropriate authorization has been received and confirmed for each expenditure to be paid.

D. The internal controls for the use of the electronic signature are as follows:

1. Accounting Clerk II
   1. Reviews and codes all invoices for payment
   2. Cannot initiate payments or input invoices into Solomon accounting software
   3. Cannot add new vendors or perform vendor maintenance in Solomon.
   4. Cannot create providers in FSFN.
   5. Does not mail checks.

2. Accounting Clerk I
   1. Initiates payments and inputs invoices into Solomon accounting software.
   2. Adds new vendors and performs vendor maintenance in Solomon.
   3. Prints and mails checks

3. Accounts Payable Supervisor
   1. Cannot initiate payments or input invoices into Solomon accounting software
   2. Can input invoices and initiate payment in Solomon for Master Trust only
   3. Oversees FSFN processes.
   4 Does not mail checks.
   5. Does not reconcile bank accounts.

4. The Chief Financial Officer, or designee appointed by the CEO in the absence of the Chief Financial Officer, under the direction of the Chief Executive Officer (CEO) by the Board of Directors
   1. Oversees the entire payment process.
   2. Audits check registers.
   3. Does not have custody of checks.
   4. Does not reconcile bank accounts.
   5. Only has view access to FSFN.
   6. Cannot create or edit user rights in Solomon.

5. Director of Utilization Management
    1. Receives printed copy of all bank statements.
    2. Audits all bank statements before reconciliation by the Accounting Department.
    3. Does not have custody of checks.

BY DIRECTION OF THE CHIEF EXECUTIVE OFFICER:

[signature]

PHILIP J. SCARPELLI
Chief Executive Officer
Brevard Family Partnership Family of Agencies

APPROVAL DATE: 8/27/2020