

## POLICY

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<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>	01/31/2020, 9/20/2021	
<b>Revision Dates:</b>	(1) 10/1/08 (2) 08/25/11 (3) 1/26/12 (4) 6/27/13 (5) 6/1/2016, (6) 4/21/2020 (7) 9/23/2021	
<b>Effective Date:</b>	1/25/2007	
<b>Applicable to:</b>	Brevard Family Partnership Board of Directors (BFP BOD) and All Brevard Family Partnership Family of Agencies (BFP FOA) Staff	

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**SUBJECT:** Signatory Authority

**PURPOSE:** To implement signatory authority for Brevard Family Partnership (BFP) as directed by the BFP BOA.

**REFERENCE:** AP-421 Payment Signatory Authority

**POLICY:**

### Payment Authority

1. All payments and authorizations from BFP are governed by this policy.
2. BFP 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 Finance Officer (CFO) or designee approved by the CEO in the absence of the CFO.
3. A signature card from the banking institution selected by the BFP BOD 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. Chief Executive Officer (CEO)  
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 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.

The CEO will bring to the BFP BOD 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 BFP Chief Financial Officer, or the designee appointed by the BFP CEO in the event of a staff vacancy and the BFP CEO.
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 BFP is governed by this policy.
2. All newly proposed contractual arrangements at or more than \$250,000 are reviewed by the Board of Directors. The review process is as follows:
  - The members of the BFP BOD 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 BFP BOD should raise any concerns they have with the contract under review.
  - All comments or concerns will be forwarded to the CEO or designee for resolution. Once notified, the CEO or designee will resolve any issue identified and, if necessary, resubmit the contract to the entire BFP BOD for reconsideration and if necessary, an emergency meeting of the Board will be convened.
  - The CEO or designee will issue a timely response to any comments or concerns identified. The timeframe for a response from the CEO 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 CEO. No contract will be executed until all matters have been resolved.
3. All contractual arrangements less than \$250,000 can be executed by the CEO 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 BFP set forth by the BFP BOD.

- 5. All contractual arrangements must comply with all applicable Federal, State and Local laws and regulations.

Approved by the Brevard Family Partnership Board of Directors September 23, 2021.

AS APPROVED BY THE BOARD OF DIRECTORS:



BARBARA J. LOFTUS  
Board Chair

Signature Date: 10/6/2021

BY DIRECTION OF THE CHIEF EXECUTIVE OFFICER:



PHILIP J. SCARPELLI  
Chief Executive Officer

Signature Date: 10/6/2021