

Federation of Community Councils Financial Policies & Procedures, September 17, 2008, Article IV. A. Check Authorization Amended

Approved April 19, 2017

A Resolution of the Federation of Community Councils

Purpose: To provide fiscally responsible check authorization authority by consistently requiring signatures by the Chair and Treasurer, or their express designees.

Effect of Resolution: This resolution will provide needed oversight and consistency in the check request and check signing process for the Federation's fiduciary and operating grants.

1. For check requests, the current practice is for the manager and the Chair to sign check requests, though there is no requirement in the existing policy that the Chair or other Officer sign them. This should be added.

2. For check signing, add a needed check and balance to the process. It will assure that the Executive Officers who sign the checks will be aware of both approval of check requests and signed checks. The Chair, who is responsible for administering the fiduciary grants, will sign the check requests and the Treasurer, who is the financial officer, and the Chair will sign checks. If they are unavailable, they can designate and inform the Vice Chair of any issues.

ARTICLE IV. CASH DISBURSEMENTS

A. CHECK AUTHORIZATION

1. All invoices will be immediately forwarded to the Manager who will review all invoices for mathematical accuracy, validity, conformity to the budget (or other board authorization) and compliance with bid requirements.

2. Prior to payment, all invoices must be approved (indicated by initialing) by the Manager, who will code the invoice with an appropriate expense or other chart of accounts line item number, class and job number (where applicable).

a. By approving an invoice, the Manager indicates that it has been reviewed and authorizes a check.

b. The Manager will ensure that all conditions and specifications on a contract or order have been satisfactorily fulfilled before approving an invoice. The Manager is responsible for timely follow-up to resolve discrepancies and approve payment.

c. The Manager shall prepare a check request for each invoice to be paid and present it for signature to the Chair of the Executive Committee. If the Chair is unavailable, the Chair will designate in writing an Officer to sign.

3. Approved invoices will be entered into the accounting system by the Accountant.

4. The Accountant will prepare checks on a bi-weekly (every two weeks) basis.

5. Authorized signors on the FCC's accounts are the Officers of the Executive Committee.

6. All checks require two signatures: the Treasurer and the Chair of the Executive Committee. If the Treasurer or Chair is unavailable, they will designate in writing that the Vice Chair may sign for them.

Approved by the Federation of Community Councils Board of Delegates, April 19, 2017

VOTE: Yes: 23 No: 1 Abstain: 1



Bonnie E. Harris, Chair,
Federation of Community Councils