

COMMUNITY FOUNDATION OF OTTAWA

POLICY

POLICY: BANKING RESOLUTION

Statement:

All cheques or other bank or trust documents authorizing the disbursement of any CFO funds require two authorized signatures.

- For amounts of \$30,000 or more, either the CEO, the Vice President, or the Director, Finance & Administration and any one of the Chair, Vice Chair, Treasurer, Deputy Treasurer, Secretary or other member of the Board as appointed by the Board may sign.
- For amounts under \$30,000 any two of the CEO, Vice President, Director of Finance & Administration, Chair, Vice Chair, Treasurer, Deputy Treasurer, Secretary or other member of the Board as appointed by the Board may sign.

All cheques or other bank or trust documents authorizing the internal transfer of CFO funds require the signature of any two of the CEO, Vice President, Director, Finance & Administration, Chair, Vice-Chair, Treasurer, Deputy Treasurer, Secretary or other member of the Board as appointed by the Board.

EFFECTIVE DATE:	March 26, 1997
LAST REVISED OR REVIEWED:	November 2012
SUBJECT TO REVIEW:	2014