

# CHECK SIGNING AUTHORIZATION POLICY

## CASH DISBURSEMENT POLICY

The Allen Park Housing Commission hereby establishes a policy that identifies those people who are authorized to sign and issue checks on its behalf. The purposes of this policy is to update instructions to depositories so that there is a clear understanding regarding this important matter, It also is necessary to implement appropriate internal controls over our financial matters.

- A. The following policies for issuing and signing checks of the Housing Commission shall be established:
  1. All Checks shall bear two signatures, one of which must be the President or Vice President of the Board of the Commission of the Allen Park Housing Commission.
  2. The Second signature must be that of the Executive Director. In absence of the Executive Director, the President and next senior commissioner shall have authorization.
- B. The incumbents in the positions authorized to sign checks shall be insured/bonded under the Housing Commission's Insurance Policy.
- C. The supporting data for each check shall be available for the signer to review at the time of the signing.
- D. The Allen Park Housing Commission may establish procedures for automated signatures.
- E. A copy of this policy shall be forwarded to all designated depositories of the Housing Commission.
- F. This policy rescinds all previous authorization policies and shall become effective upon its adoption.
- G. Any exception regarding the signing of checks require prior Board approval.

### CASH DISBURSEMENT

To the utmost extent possible all checks shall be submitted to the Committee at the regular monthly Board meetings for the board members to review and approve for payment.

There are exceptions to this rule when it would not be feasible or advisable to wait until the Board meeting to approve and sign checks. In those exceptions two signatures are still required. (Refer to the check signing). This supporting data for each check shall be available for a signer to review anytime a check is signed. The following are checks that could be signed and paid between Board meetings.

1. Payroll, federal and state taxes, pension contributions and payroll deductions.
2. Invoices that are due before the regular Board meeting.
3. Transfers of monies from the checking account to the payroll account.
4. Checks to purchase postage stamps.
5. Invoices that would result in late fees if not paid before the next regular Board meeting.
6. Items that need pre-payment before the next scheduled (Board (i.e. Refrigerator replacement).

Any checks issued before the Board meeting shall appear on the Financial Report-Checks for Approval of the Allen Park Housing Commission's monthly meeting agenda for Board review.