



Policy 4.02

Category: Business Administration

Signing Authority

BACKGROUND

The efficient conduct of the charter school business is supported by the designation by the CAPE Charter Board of multiple signing authorities for school, banking and investment purposes.

POLICY STATEMENT

1. The CAPE Charter Board Chair or the Vice-Chair or designate and/or the Principal or Superintendent are the signing authorities for CAPE School.

DEFINITIONS

2. **Efficient** - capable of producing desired results with little or no waste.
3. **Cross-referencing** - the listing of every file name and line number where a given named identifier occurs within the program's source tree.

GUIDELINES

4. The signatures of the Chair of the CAPE Charter Board Chair is required on all bank-related documents, investment documents, contracts, or agreements.
5. The signatures of the Chair of the CAPE Charter Board or the Vice-Chair or designate and Principal or Superintendent are required on all cheques issued from the CAPE general account, and any other accounts that may be established as the need arises.
6. The Secretary-Treasurer's duties include but are not limited to the issuing of cheques, the preparation of documents, and the completion of forms as required by the CAPE Charter Board's commitments and obligations.
7. The Executive Assistant's duties include but are not limited to completion of all deposit sheets and bank deposits.
8. The Principal or Superintendent approves all purchases, and reviews and initials invoices after cross-referencing these with payment cheques.
9. The CAPE Charter Board Chair reviews, dates, and initials all bank statements and bank reconciliations.

References: *School Act*

**CAPE-Centre for Academic and Personal Excellence
Policy Manual**

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