



**AP 4.03**

**Category: Business Administration**

**Signing Authority**

**BACKGROUND & RATIONALE**

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.

**DEFINITIONS**

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

**PROCEDURE**

3. The Secretary-Treasurer is responsible for ensuring that all protocols are in place for establishing signing authorities and that affiliated bank paperwork is in place.
4. The signature of the Chair of the CAPE Charter Board Chair is required on all bank-related documents, investment documents, contracts, or agreements unless delegation of authority is in place.
5. The signatures of the Chair of the CAPE Charter Board or the Vice-Chair or the Treasurer and of the 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. No cheques shall be pre-signed by the CAPE Charter Board Chair/Vice-Chair or Principal/Superintendent.

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**References:**

*Education Act*

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