

P O L I C Y



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Policy Title AUTOMATED CHEQUE SIGNING		

Council Resolution No. C/ 220 /07	Date: April 12, 2007	Cross Reference C/243/04	Effective April 12, 2007
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Policy Statement:

Pursuant to Section 213 of the Municipal Government Act, Lacombe County hereby authorizes the use of an automated cheque signing process in accordance with the following guidelines and procedures.

Guidelines/Procedures:

1. All cheques issued through the accounts payable and payroll functions will be printed on a laser printer and signed by an electronic cheque signing machine (the machine).
2. The signatures used in the machine shall be those of the Reeve and County Commissioner.
3. The machine will be stored in the central office area of the County Administration Building.
4. The machine may only be operated with one key and two separate access codes. Both the primary and secondary codes are required to operate the cheque signing machine.
5. The following staff members are authorized to operate the cheque signing machine and will be assigned the primary access code for the machine: County Commissioner, Manager of Corporate Services and Executive Assistant.
6. The following staff members are authorized to operate the cheque signing machine and will be assigned the secondary access code for the machine: Accountant, Accounts Receivable/Payable Clerk and Payroll Accounting Clerk.
7. The key shall be stored in a combination locked compartment in the vault. The combination of key vault known by the following Lacombe County staff members: County Commissioner, Manager of Corporate Services and Executive Assistant.
8. Cheques will be signed in the presence of one of each of the personnel authorized in 5 and 6 above. In the event that one of these individuals is not available to sign cheques, a designate will be appointed at that time by the County Commissioner or Manager of Corporate Services.
9. Immediately following the signing procedure, the machine must be turned off and the key to the machine returned and locked in the key vault.

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- 10. After completion of the cheque signing process, the cheque register computer printout must be authorized and signed by the two individuals operating the machine.
- 11. The cheque register shall be stamped with the following for authorization:

DATE _____
Number of Cheques Signed _____
Cheque Number _____ to _____
Authorized By: _____ Accountant/Payroll Clerk/Accounts Payable _____ County Commissioner/Manager of Corporate Services/Executive Assistant

- 12. This cheque register will be retained on file for audit control purposes for the period specified in the Lacombe County retention schedule.
- 13. Cheques may not be processed for delivery until Number 9 above is complete.
- 14. All blank cheques must be stored in the central vault except during the cheque printing and signing process.
- 15. All void, or otherwise unused cheques shall be kept on file for form number control.
- 16. The primary and secondary access codes for the cheque signing machine and combination to the key vault shall be changed should there be any change in personnel for any of the positions authorized to operate the cheque signing machine.