



POLICY: Cheque Writing Policy

Statement: All expenses incurred on behalf of the Ottawa Chapter must be approved prior to purchases or made within a budgeted allocation. This process allows the Ottawa Chapter to prepare for its cash flow needs and make adjustments as necessary for unbudgeted expenses.

Purpose of Chapter chequing account. The Chapter's chequing account is used in the management of the Chapter's ongoing financial operations. The account may be held at any regulated financial institution as selected by the Board of Directors. The President and Treasurer are the only two Board members with the authority to open and close monetary accounts as needed to facilitate the chapter's needs.

Location of Chapter cheque book/payment software. The checkbook will be physically located at the AFP Ottawa Chapter Secretariat. It must be locked and secured when not in use.

Identity of signators. Signators on the account are the Chapter President, Chapter President-Elect, Secretary and Treasurer. Signature cards will be amended each calendar year, preferably during the month of June.

Number of signatures required. Two signatures are required on all cheques. Whenever possible, the Chapter Treasurer and/or President will provide one or both of the two signatures required.

Processing of cheques. Cheques may be processed when accompanied by a check request form or expense approval form and one of the following documents: a) a vendor invoice or purchase order, b) a written receipt (to reimburse a Chapter member who has handled an expense on behalf of the Chapter), or c) a completed order form (for ordering of name badges, supplies, etc. on behalf of the Chapter). Payment will be made in 30 days or less with proper documentation.

Cheque requests for expenses associated with any portfolio of the Ottawa Chapter, (Fundraising Day, Education, Philanthropy Awards etc.) must first be authorized by the Chair of that Committee. The Chapter President, in consultation with committee members and the treasurer as required, may approve the request if the Chair is not available, before being processed.

Approval of budgeted and unbudgeted expenses.

The Chapter Treasurer may approve any unbudgeted expenses of less than \$250. Unbudgeted expenses of \$250 to \$499.99 must be approved by the Executive Committee and unbudgeted expenses of \$500 or more approved by the entire Board of Directors. In the case of a private reimbursement request under \$250 by the Treasurer, the President will approve or decline the request.

BEFORE incurring an unbudgeted expense, the appropriate documentation must be completed with the required signatures (number of signatures varies by level of expense). If this form is not received prior to spending, the Ottawa Chapter reserves the right to refer the vendor to payment from the individual who incurred the expense.

The Chapter Secretariat is prohibited from reimbursing any expenses or paying any invoices for which there is not appropriate documentation.

EFFECTIVE DATE: April 25, 2013

LAST REVISED OR REVIEWED: December 2017

SUBJECT TO REVIEW: December 2020