

Re: Signing Officers

Definition: A Signing Officer is a person who is authorized by the Village Commission to act as a signing officer on Village Commission bank accounts and other banking documents. The Village Clerk Treasurer shall be designated as a Signing Officer in addition to two (2) elected Village Commissioners. Any two (2) Signing Officers are required to authorize any cheque or banking transaction.

Procedure:

1. All cheques required /must be accompanied by an invoice.
2. Before signing cheques, make sure the amount of the cheque and the name are identical to the amount and name on the invoice.
3. If a cheque and accompanying invoice raises a concern with a Signing Officer Commissioner (such as an amount etc.) do not sign the cheque until you have a satisfactory explanation from the Clerk Treasurer and/or the Village Commission Chair.
4. After you have checked that the name and amount of the cheque are correct and you have signed the said cheque, please initial the appropriate invoice as verification to the audit committee that the appropriate measures have been followed.
5. Never sign a cheque that does not have a name and amount on it (blank cheque).
6. Never initial an invoice which has no accompanying cheque.

Date Policy approved by Commission: _____

Commission Chair

Village Clerk Treasurer