



P.O. Box 1050, Woden, ACT, 2606
 Ph: 6281 3121 Fax: 6281 7077
 Email: wodenecc@tpg.com.au

AUTHORITY TO SIGN CHEQUES POLICY

QUALITY AREA 7: LEADERSHIP AND SERVICE MANAGEMENT

Document # QA7-A3

National Quality Standard (NQS)

Quality Area 7: Governance and Leadership		
7.1.2	Management Systems	Systems are in place to manage risk and enable the effective management and operations of a quality service.
7.1.3	Roles and responsibilities	Roles and responsibilities are clearly defined and understood and support effective decision-making and operation of the service.

Education and Care Services National Regulations

Children (Education and Care Services) National Law	
197	Modifications about financial matters
206	Modifications about financial matters
220	Modifications about financial matters

Introduction

Woden Early Childhood Centre (WECC) requires everyone to be clear on who is an eligible signatory and approved to sign cheques on behalf of WECC. Without cheque signing procedures WECC may be vulnerable to fraud or error.

Purpose

Woden Early Childhood Centre will set out procedures that must be followed in the signing of cheques. WECC will ensure that cheques are only to be signed by eligible signatories.

Strategies – How will it be done?

- Only five people can be a signatory to WECC cheques. Eligible signatories are the Director, Assistant or Acting Director (if the Director is on extended leave) and bookkeeper, as well as Management Committee office bearers – the President and the Treasurer. The Director and Assistant Director are not able to sign the same cheque.
- Signatories must be endorsed by the Management Committee. This endorsement must be included in ratified minutes for the Management Committee.

- All cheques must contain two eligible signatures.
- Any two eligible signatories have the authority to sign cheques at one time, with the exception noted above relating to the Director and the Assistant Director.
- Signatories can sign a cheque made payable to themselves as long as it is noted in the monthly reports for the Management Committee and that there is supporting documentation as to why the cheque needs to be written.
- A list of all cheques issued each month will be provided to the Treasurer.

Evaluation

It is important for WECC to implement procedures regarding the signing of cheques to limit the potential for error or fraudulent activity.

Related policies / documents

- Management committee policy
- Staff code of conduct policy
- Governance and management of the service policy

Statutory legislation and consideration

- Nil.

Sources and references

- Nil.

Policy Reviewed	August 2021	Ratified Date	Next Review Date
Modifications	<ul style="list-style-type: none"> • Added NQS table • Added and expanded on Education and Care Services National Regulations • Included evaluation • Updated related policies • New format • Minor punctuation and wording edits • Added review box with modifications and updates 	Sept 2021	Sept 2023
Policy Reviewed	May 2014	Ratified Date	Next Review Date
Modification	<ul style="list-style-type: none"> • Existing policy 	May 2014	May 2015

Authorisation

James Robinson
 President
 2020-21 WECC Management Committee