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## AUTHORITY TO SIGN CHEQUES POLICY

### QUALITY AREA 7: LEADERSHIP AND SERVICE MANAGEMENT

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- Links to Education and Care Services National Regulations 2011:
- Links to National Quality Standard / Element: 7.3.2

#### 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.

#### Goals – What are we going to do?

WECC will ensure that cheques are only 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.

## **Related policies / documents**

- Nil.

## **Statutory legislation and consideration**

- Nil.

## **Sources and references**

- Nil.

## **Authorisation**

*Jessica York*  
President  
2013-14 WECC Management Committee