

TOWN OF IRRICANA

POLICY NUMBER 2.11

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Title: **AUTHORIZED SIGNATURE POLICY**

EFFECTIVE: **March 15, 2021**

1.0 **PURPOSE**

The purpose of this Authorized Signature Policy is to establish the individuals with signing authority and control of funds for the Town of Irricana.

2.0 **POLICY STATEMENT**

The Town of Irricana requires defined parameters surrounding the movement of funds between Bank Accounts and Investment Accounts, as well as signing and releasing cheques for payment of services. Signing authority for the for the Town of Irricana shall be as follows:

Position	Name
Mayor	Frank Friesen
Deputy Mayor	Kim Schmaltz
Chief Administrative Officer	Barrie Hutchinson

1.1 **General Operating Accounts:** Any two (2) signatures of the following:

Mayor, Deputy Mayor or Chief Administrative Officer

The Chief Administrative Officer will administer the day-to-day operations of this account.

1.2 **T-Bills and any other Investment Accounts:** Any two (2) signatures of the following:

Mayor, Deputy Mayor or Chief Administrative Officer

1.3 **Special Reserve Accounts:** Any two (2) signatures of the following:

Mayor, Deputy Mayor or Chief Administrative Officer



Mayor Frank Friesen

MOTION: 54.21



Chief Administrative Officer
Barrie Hutchinson

DATE: March 15, 2021