



# POLICY STANDARD 16

## CHEQUE SIGNATORY

**POLICY:**

The new Authority allows for any of three main signatories to sign with any nominee, on any account.

**Confirmed Procedures:**

Account	Main Signatory	Other Signatory
#00 Main Account	Chairperson / Treasurer/ Director	Office Coordinator
#05 Gallery Account	Chairperson / Treasurer/ Director	Office Coordinator
#25 Admin Account	Chairperson / Treasurer/ Director	Office Coordinator
#1033 Term Deposit Account	Chairperson / Treasurer/ Director	Office Coordinator
#9682 Credit Card	Chairperson/ Treasurer	Director/ Office Coordinator/ Fundraising Coordinator/ Gallery Coordinator/ Tutors

<u>Account</u>	<u>Cheque Authority</u>	<u>Nominee Signatory</u>	<u>Type Of transactions</u>	<u>Exceptions</u>
<b>#00 Main A/c</b> (\$5,000 limit on any item)	<ul style="list-style-type: none"> <li>• Chairperson</li> <li>• Treasurer</li> <li>• Director</li> </ul>	<ul style="list-style-type: none"> <li>• Office Coordinator</li> </ul>	<ul style="list-style-type: none"> <li>• All staff wages incl. contract and relieving staff</li> <li>• Running costs</li> <li>• Main expenses</li> <li>• Art materials</li> </ul>	<ul style="list-style-type: none"> <li>• Exception of limit for staff wages</li> </ul>
<b>#05 Gallery A/c</b> (\$5,000 limit on any item)	<ul style="list-style-type: none"> <li>• Chairperson</li> <li>• Treasurer</li> <li>• Director</li> </ul>	<ul style="list-style-type: none"> <li>• Office Coordinator</li> </ul>	<ul style="list-style-type: none"> <li>• All gallery related expenses</li> <li>• Artist commissions</li> <li>• Exhibition opening costs</li> </ul>	<ul style="list-style-type: none"> <li>• NONE</li> </ul>

<b>#25 Admin A/c</b> (\$5,000 limit on any item)	<ul style="list-style-type: none"> <li>• Chairperson</li> <li>• Treasurer</li> <li>• Director</li> </ul>	<ul style="list-style-type: none"> <li>• Office Coordinator</li> </ul>	<ul style="list-style-type: none"> <li>• Holdings account for transfer of funds</li> </ul>	<ul style="list-style-type: none"> <li>• NONE</li> </ul>
<b>#1033 Term Deposit</b>	<ul style="list-style-type: none"> <li>• Chairperson</li> <li>• Treasurer</li> <li>• Director</li> </ul>	<ul style="list-style-type: none"> <li>• Office Coordinator</li> </ul>	<ul style="list-style-type: none"> <li>• Term Deposit account</li> </ul>	<ul style="list-style-type: none"> <li>• NONE</li> </ul>
<b>#9682 Credit Card</b> (\$5,000 limit on any item)	<ul style="list-style-type: none"> <li>• Chairperson</li> <li>• Treasurer</li> </ul>	<ul style="list-style-type: none"> <li>• Director</li> <li>• Office Coordinator</li> <li>• Fundraising Coordinator</li> <li>• Gallery Coordinator</li> <li>• Tutors</li> </ul>	<ul style="list-style-type: none"> <li>• Art Materials</li> <li>• Office Materials</li> <li>• Food supplies</li> </ul>	<ul style="list-style-type: none"> <li>• NONE</li> </ul>