

# SIGNING AND CONTRACTUAL AUTHORITY POLICY



## Purpose

The Signing and Contractual Authority policy specifies the signing authority limits given to roles within Britannia. It establishes the approval thresholds and transactions allowed at each level, and establishes a mechanism for confirming that signing authorities understand their role and responsibilities.

## Definitions

**Budgeted Expenses** – expenses that are included and have been approved by the Britannia Board of Management in the current fiscal year operating budget.

**Non-Budgeted Expenses** – expenses that are not included and have not been approved by the Britannia Board of Management in the current fiscal year operating budget.

**Approved Signer** – Either a Board Member or member of the Britannia Management team who has been authorized by Britannia's bank (currently Vancity Credit Union) to sign cheques on behalf of Britannia.

**Primary Signer** – the primary person authorized to sign a document or cheque.

**Secondary Signer** – the secondary person authorized to sign a document or cheque when a secondary signer is required.

**Board Discretionary Expense** – any expense related to the Board Projects account within Britannia's discretionary budget.

## Scope

This policy applies to all Britannia Society employees and volunteers.

## Signing Authority Limits

### Budgeted Expenses

Amount/Type	PRIMARY SIGNER	SECONDARY SIGNER	Notes
Below \$100,000	Executive Director/Manager of Administrative Services	Any approved signer	
\$100,000 or greater	Board Member (approved signer)	Executive Director/Manager of Administrative Services	
BOARD DISCRETIONARY EXPENSE	Executive Director/Manager of Administrative Services	Any approved signer	Approved by the Board of Management through a motion

**Non-Budgeted Expenses**

Amount/Type	PRIMARY SIGNER	SECONDARY SIGNER	Notes
Below \$2,500	Executive Director/Manager of Administrative Services	Any approved signer	
\$2,500 or greater	Board Member (approved signer)	Executive Director/Manager of Administrative Services	
BOARD DISCRETIONARY EXPENSE	Board Member (approved signer)	Executive Director/Manager of Administrative Services	Approved by the Board of Management through a motion

**Contracts**

Amount/Type	PRIMARY SIGNER	SECONDARY SIGNER	Notes
All contracts including professional services, funding agreements, leases, rental agreements etc. up to \$250,000 annually	Executive Director/Manager or Administrative Services	Any approved signer (where necessary)	
All contracts including professional services, funding agreements, leases, rental agreements etc. over \$250,000 annually	Board Member (approved signer)	Any approved signer	
All contracts including professional services, funding agreements, leases, rental agreements etc. under \$50,000	Programmer 2, Child Care Supervisor, Community Recreation Coordinator, or Child Care Manager	Executive Director/Manager of Administrative Services	
Employee Contracts – Non Management	Executive Director/Manager of Administrative Services	NA	
Employment Contracts - Management	Board Member (approved signer)	Executive Director/Manager or Administrative Services	Approved by the Executive Committee through a motion