

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 Directors 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 Directors 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 Directors 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 Directors 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