



Check Signing Procedures (revised 2/1/2011)

- † The PURPOSE of this procedure is to ensure checks are processed in a timely and consistent manner and supporting documentation is in order before checks are signed.
- † The SCOPE of this procedure applies to all checking accounts in the name of FUMC-Ennis.
 - General Fund
 - Dedicated Fund
 - Children's Day Out
- † Disbursement authorities: No funds are disbursed without the knowledge of the persons listed below.

○ General Fund	Treasurer and/or Finance Chairperson
○ Dedicated Fund	Individual Fund Stewards and/or Treasurer
○ Children's Day Out	Director, CDO Board and/or Treasurer
- † Check review limits

○ \$0 to \$99.99	Ministry or Program designee
○ \$100 to \$499.99	Ministry or Program designee & Treasurer
○ \$500 or greater	Ministry or Program designee, Treasurer & Finance Chairperson
- † The Finance Committee will form a "Check Signing Team". The team will consist of a Team Leader and five assistants.
- † The Team Leader:
 - Will be a voting member of the Finance Committee.
 - Will ensure no conflicts of interest exist between members of the Check Signing Team and Fund Stewards.
 - Will coordinate with the Financial Secretary and Treasurer to ensure all Signature cards are kept up to date.
- † Team members:
 - Will review supporting documentation (Invoices, Receipts, etc).
 - Will ensure the requisite approvals are complete.
 - Will sign checks when requested to ensure a smooth financial flow and eliminate late charges.
- † All checks will be signed by two of the check signers.
- † Checks will be signed when needed (as determined by the Financial Secretary)
- † In any situation where there is a question about the supporting documentation or the requisite Fund Steward approval. The check will NOT be signed until all issues are resolved. In this situation, the Treasurer and Chairperson of the Finance Committee will be contacted.