

CENTRAL COAST REGIONAL DISTRICT  
POLICIES

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**F-3 - Signatories**

**Preamble:** It is appropriate for the regional district to establish and designate signatories for payments issued from the accounts of the Central Coast Regional District and the Central Coast Regional Hospital District.

**Policy:** It is the policy of the Central Coast Regional District that designated signatories for payment issuing purposes and online banking shall be TWO of the following: electoral area directors, Chief Administrative Officer, Chief Financial Officer, Finance Manager, Operations Manager, and Financial Management Services Provider as designated by the CAO. For clarity, alternate directors are not designated signatories, even when acting on behalf of the electoral area director.

Further, it is policy that designated signatories are limited to signing only where a real or perceived conflict does not exist. For the purposes of this policy, a real or perceived conflict includes a relationship with the payee as follows: a person, partnership, proprietorship or shareholder in an organization, who is a relative (child, spouse, parent, sibling, or grandparent). A real or perceived conflict also exists when payments are issued to the signatory, or to a payee of which the signatory is a partner, proprietor or shareholder.

**Date:** September 14, 1993  
**Reviewed:** March 3, 2004  
**Amended:** October 13, 2011  
**Amended:** April 10, 2014  
**Amended:** June 11, 2015  
**Amended:** March 29, 2018  
**Amended:** February 13, 2020