



KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

ADMINISTRATIVE REGULATIONS

Section: Board and Community

Regulation Code: B-1.4.2

• General

Policy Code Reference: B-1.4

Regulation: SIGNING AUTHORITY -
AND STATUTORY REMITTANCES

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This administrative regulation is written in accordance with the guiding principles in Board Policy No. B-1.4, Signing Officers of the Board.

1. Kawartha Pine Ridge District School Board determines the Signing Officers for the Board and reaffirms them at organizational/inaugural Board Meetings. The signing authorities for all banking and other business matters and undertakings approved by the Board shall be:
 - 1.1 either the Chairperson or Vice-chairperson,

together with
 - 1.2 one of the Director of Education (Secretary), or the Superintendent of Business and Corporate Services (Treasurer).
2. **Delegation**
 - 2.1 The Superintendent of Business and Corporate Services, or the persons described below, is authorized to process:
 - 2.1.1 pre-authorized payments under contracts authorized in accordance with Policy B-1.4;
 - 2.1.2 any payments required under Federal or Provincial law, including remittances for benefit and pensions; and
 - 2.1.3 all necessary short-term financial arrangements.

This authority is delegated as follows:

- Payments and Remittances

Over \$100,000 Senior Managers of Finance
- Short-term Financial Arrangements.

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INVESTMENTS AND MANDATORY

AND STATUTORY REMITTANCES – continued

2.2 The following are authorized to endorse short-term financial arrangements in accordance with Board approved banking and borrowing resolutions:

Over 12 months	Superintendent of Business and Corporate Services
Up to 12 months	Senior Managers of Finance