



## AUTHORITY TO SIGN CHEQUES POLICY

### INTRODUCTION

An organisation without cheque signing procedures may be vulnerable to fraud or error.

### PURPOSE

To spell out procedures that must be followed in the signing of cheques on behalf of ISD.

### POLICY

All cheques issued on behalf of the organisation must be signed by a sufficient number of authorised persons and documented adequately.

### AUTHORISATION

Date of approval by the Management  
Islamic Society of Darwin

## AUTHORITY TO SIGN CHEQUES PROCEDURES

### RESPONSIBILITIES

It is the responsibility of the Committee to ensure that:

- staff are aware of this policy;
- any breaches of this policy coming to the attention of management are dealt with appropriately.

It is the responsibility of the employees and volunteers to ensure that their usage of organisational cheques conforms to this policy.

### PROCESSES

All cheques must contain two eligible signatures. Eligible signatories are Committee members or members who have been previously nominated and endorsed by the Executive Committee.

Any two of the above have the authority to sign cheques.

Signatories cannot sign a cheque made payable to themselves, or a blank cheque. All details on the cheque form must be filled in before signature.

A list of all cheques issued each month, featuring amount, recipient, signatories, and explanation, will be provided to the Treasurer.