SIGNING AUTHORITY POLICY

Effective: September 24, 2026 Next Review: September 2030

PURPOSE

To establish signing authority as part of the overall financial control and oversight of the London Public Library Board (Board).

POLICY STATEMENT

It is the policy of the Board that an account be kept with an accredited financial institution and that:

1. Any two of the Secretary-Treasurer (Chief Executive Officer & Chief Librarian (CEO)), Board Chair, Board Vice-Chair, or Assistant Treasurer (Director, Financial Services) are hereby authorized for and in the name of the Board to draw, endorse, accept, sign and/or make all or any bills of exchange, cheques and orders for the payment of money;
2. Any two of the above-mentioned officers or persons may, on behalf of the Board, draw drafts and/or endorse all or any bills of exchange, promissory notes, orders for the payment of money and other instruments, whether negotiable or not, for deposit or collection or discount for the Board's credit only with the said financial institution; and,
3. The Secretary-Treasurer and Assistant Treasurer may arrange, settle and certify all books and accounts with the financial institution and sign receipts for vouchers.

INQUIRIES

CEO & Chief Librarian