



Date: September 12, 2012

TO: Board Members – Vancouver Park Board
FROM: General Manager – Parks and Recreation
SUBJECT: Park Board Signing Authority

RECOMMENDATION

THAT the signing authority for Park Board accounts be designated as outlined in this report.

POLICY

There is no applicable written policy. Past practice has been to have the Board formally designate signing authority to staff via Board reports.

BACKGROUND

The Park Board maintains a bank account with the Bank of Montreal. This fixed balance account is used to expedite processing of cheques for permit refunds, payments requiring a short turnaround time and petty cash and float replenishment. The Board also has accounts for processing credit card and on-line revenue receipts.

DISCUSSION

For control purposes the number of signatories authorized by the Board should be limited and to ensure appropriate oversight of funds cheques must be signed by two of the authorized staff. The bank requires a formal resolution outlining any changes in the signing authority. Due to changes in personnel, the Board is requested to authorize the following staff to sign on behalf of the Board:

Name	Position
Malcolm Bromley	General Manager, Park Board
Peter Kuran	Deputy General Manager
Bill Harding	Director of Parks
Thomas Soulliere	Director of Recreation
Huub Langeveld	Director of Financial Planning & Analysis - Park Board

SUMMARY

Board approval of changes to the signing authority is required by the bank. These amendments do not represent any change in procedure but are amendments as a result of changes in personnel.