



Date: September 8, 2010

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 policy.

BACKGROUND

The Park Board maintains an Imprest account with the Bank of Montreal. This account is used to expedite processing of cheques for permit refunds, payments requiring a short turn around 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 a limited number of signatures are authorized by the Board and cheques must be signed by two of the authorized staff. Due to changes in personnel, currently only the Directors of Stanley District and Corporate Services have been authorized to sign on behalf of the Board.

The bank requires a formal resolution outlining any changes in the signing authority. The Board is requested to authorize the following staff to sign on behalf of the Board to increase the number of authorized staff to the historical levels required to provide sufficient coverage:

NAME	POSITION
Malcolm Bromley	General Manager, Park Board
Peter Kuran	Director of Stanley District
Meg Elliott	Acting Director of Corporate Services

SUMMARY

The Board is asked to approve changes to the bank account signing authorities as noted above. These amendments do not represent any change in procedure but are amendments as a result of changes in personnel.

Prepared by:
Corporate Services
Vancouver Board of Parks and Recreation
Vancouver, BC

ME