



<b>Sherwood Park Minor Baseball Association Policy</b>	
<b>Policy Name:</b>	Signing Authority
<b>Effective Date:</b>	October 6, 2014
<b>Supersedes:</b>	Original
<b>Mission Statement</b>	
It is one of the major goals of the Association to provide to the children of the community, through various baseball programs and events, opportunities for enhanced personal development and the opportunity to learn and experience the ideals of team work, good sportsmanship, and respect for others and for authority and to gain an appreciation for the efforts by an importance of volunteers in our society; and to further provide to the community all the advantages and opportunities associated with having a well developed and organized baseball program operating therein.	
<b>Rationale:</b>	
To ensure there is no conflict of interest for cheques issues by SPMBA and ensure safeguards are in place on all bank accounts.	
<b>Details:</b>	
This policy deals with the rules regarding who can sign cheques issued by SPMBA	
<b>Procedure:</b>	
<ol style="list-style-type: none"> <li>1. All SPMBA cheques require two signatures.</li> <li>2. No person can sign a cheque issued to themselves or any immediate family member or where there is a perceived conflict of interest (i.e. payment to a vendor that employs a family member).</li> <li>3. Under no circumstances are "blank" cheques to be issued. All cheques must include a specific payee and amount prior to signing.</li> <li>4. No cheques are to be signed with an initial signature and the cheque remains "blank" awaiting details (payee, amount) and second signature.</li> </ol>	