
		Commission scolaire English-Montréal English Montreal School Board
POLICY:	REPORTING OF EXPENDITURES OVER \$5,000	CODE: FS-2
Origin:	Financial Services	
Authority:	Resolution #83-10-26-4.2-C4.2	
Reference(s):		

POLICY STATEMENT

The Board's officers shall submit to the Finance and Legislation Committee, on a bi-monthly basis, a report containing a list of all cheques that have been issued from the preceding two (2) months that are in excess of \$5,000, payroll cheques to be excluded.

		Commission scolaire English-Montréal English Montreal School Board
PROCEDURE:	REPORTING OF EXPENDITURES OVER \$5,000	CODE: FS-2.P
Origin:	Financial Services	
Reference(s):		

PURPOSE

To provide the procedure whereby members of the Finance and Legislation Committee shall be informed on a bi-monthly basis of the cheques issued by the Board for amounts in excess of \$5,000.

GENERAL

It is the general practice of the Accounting Services office to disburse all cheques without requiring the formal approval of the Board. This practice is, however, subject to the constraints of the Signing Officer policy, including the mechanical signing of all cheques less than \$10,000, payroll cheques included.

PROCEDURE

The Director of Financial Services shall submit bi-monthly to the Finance and Legislation Committee a list(s) showing the appropriate names of payees to whom the Board has issued in the preceding two (2) months cheques in excess of \$5,000, payroll cheques to be excluded.