

## Committee of the Whole (2) Report

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**DATE:** Monday, March 09, 2020

**WARD(S):** ALL

**TITLE: BANK SIGNING AUTHORITIES**

**FROM:**

Michael Coroneos, Deputy City Manager, Corporate Services and Chief Financial Officer

**ACTION:** DECISION

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**Purpose**

To seek approval to assign bank signing authorities to designated staff positions.

**Report Highlights**

- To replace Council Resolution, Item 5, Report No 10 of the Finance and Administration Committee, which was adopted, as amended by the Council of the City of Vaughan on October 8, 2013.
- To assign bank signing authorities on all bank transactions to designated staff positions.
- To approve a by-law assigning bank signing authorities.

**Recommendations**

1. That signing authority on all bank transactions/documents/cheques be any one of the following three (3) combinations:
  - I. City Manager and Deputy City Manager, Corporate Services, City Treasurer and CFO
  - II. City Manager and Director of City Financial Services/Deputy Treasurer or Director of Financial Planning & Development Finance/Deputy City Treasurer

- III. Deputy City Manager, Corporate Services, City Treasurer and CFO and Director of City Financial Services/Deputy Treasurer or Director of Financial Planning & Development Finance/Deputy City Treasurer; and
2. That a by-law be enacted confirming the above signing authorities.

### **Background**

The current practice for signing authority is limited to cheque signing on accounts payable cheques and provides the banking authority and signatures on all “electronic” accounts payable cheques be the City Manager and the Commissioner of Finance and City Treasurer. In addition, the combinations below for banking authority and signatures on all “manual” accounts payable cheques:

- I. City Manager and Commissioner of Finance & City Treasurer
- II. City Manager and Director of Financial Services or Director of Budgets
- III. Commissioner of Finance & City Treasurer and Director of Financial Services or Director of Budgets and Financial Planning

Administratively, the City does not process “manual” cheques, and as staff changes the time required to change signing authorities on the “electronic” cheques both at the bank and with a software company necessitates more options for bank signing authorities. In addition, the recommendation and it’s accompanying by-law would extend bank signing authority to include all bank transactions such as cheque signing, transfers between accounts, external wire payments and purchases of long-term investments.

### **Previous Reports/Authority**

Report No 10, Item #5 of the Finance and Administration Committee October 8, 2013 Council Meeting.

### **Analysis and Options**

For administrative efficiency, the City requires additional options for cheque signing authorities on “electronic” cheques. This will ensure that financial processes are not disrupted due to changes in staff or staff absences. This authority will be extended to all bank transactions and not just cheque signing. The underlying controls and review processes in Finance will not change as a result of these changes. In addition, a by-law is recommended by the legal department to formalize the process.

## **Financial Impact**

There is no financial impact to this administrative change.

## **Broader Regional Impacts/Considerations**

There are no broader regional impacts or considerations to this administrative change.

## **Conclusion**

Staff recommend for administrative efficiency that signing authority on all bank transactions/documents/cheques be any one of the following three (3) combinations:

- I. City Manager and Deputy City Manager, Corporate Services, City Treasurer and CFO
- II. City Manager and Director of City Financial Services/Deputy Treasurer or Director of Financial Planning & Development Finance/Deputy City Treasurer
- III. Deputy City Manager, Corporate Services, City Treasurer and CFO and Director of City Financial Services/Deputy Treasurer or Director of Financial Planning & Development Finance/Deputy City Treasurer

Implementation of this signing authority structure and an accompanying by-law will allow changes to be made more efficiently and will provide more fulsome direction to our bank.

**For more information**, please contact: Dean Ferraro, Director of City Financial Services/Deputy Treasurer or Nancy Yates, Controller

## **Attachments**

**None**

## **Prepared by**

Nancy Yates, Controller, 8984