

Mackenzie County

Title	Electronic Signatures	Policy No:	FIN024
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Legislation Reference	Municipal Government Act, Part 6, Section 213
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Purpose

To provide a clear understanding regarding the usage of electronic signature signing software.

Policy Statement and Guidelines

Under section 213, cheques must be signed or authorized by the chief elected official and by a designated officer. A signature may be printed, lithographed or otherwise reproduced if so authorized by council.

Guidelines/Procedures:

1. The following persons shall have signing authorities for the cheques:
 - Reeve
 - Deputy Reeve
 - Chief Administrative Officer
 - Director of Finance
2. For informational purposes, administration shall provide a list of cheque payments made to the Reeve, Deputy Reeve, and to the Finance Committee members at Finance Committee meetings. The list shall be communicated by fax or through email.
3. The electronic signatures shall be stored on one USB device. The USB device shall be stored in a safe that is accessible only by CAO and Director of Finance. Immediately following the cheque printing procedure, the USB key must be removed from a computer and locked in the safe.
4. Cheques shall be printed in the presence of one of the personnel authorized in 5 below. In the event that these individuals are not available, a designate will be appointed at that time by the CAO or Director of Finance.
5. For additional security, the cheque signing software shall be unlocked by entering two passwords. Both the primary and secondary passwords are required to activate the cheque signing software.

The following persons shall be authorized to carry the primary cheque signing software passwords:

- CAO
 - Director of Finance
 - Finance Controller
6. The following persons shall be authorized to carry the secondary cheque signing software passwords:
- Finance Officers
7. The cheque signing software to be installed on three workstations:
- Accounts Payable workstation
 - Finance Officer workstation – as a back up
 - Information Technologist – as a back up
8. All blank cheques must be stored in the central vault except during the cheque printing and signing process.
9. All void cheques shall be kept on file for form number control.
10. The primary and secondary passwords for the cheque signing software shall be changed should there be any change in personnel for the positions authorized to operate the cheque signing software.
11. A Cheque Run Control worksheet must be completed for each cheque run; the worksheet must be attached to the cheque copies register for that cheque run.
12. All other general security settings within the accounting software and maintenance of such shall apply.
13. The primary and secondary password persons shall review and agree the supporting documentation to the cheque payment sheet. Each cheque sheet has to be signed as proof of their review prior to cheques being issued. The following has to be agreed:
- Vendor name
 - Invoice number
 - Amount
 - Authorization of payment

	Date	Resolution Number
Approved	2005-08-31	05-425
Amended	2005-12-10	05-709
Amended	2007-12-11	07-12-1111
Amended	2015-02-25	15-02-143