



National Association of Emergency and Fire Officials

Check Approval and Signing

Category: ADMINISTRATIVE

Policy Number 7

Revised: January 7, 2023

REFERENCE

SCOPE

This policy applies to all persons directly associated with the National Association of Emergency and Fire Officials (NAEFO).

PURPOSE

To establish who is eligible to approve and sign checks and how bank statements and check registers are reviewed and retained as a permanent record.

POLICY

7.05 CHECK APPROVAL

All checks shall be approved by the Board of Directors or at least a majority of the President, Treasurer, and Executive Director.

7.10 AUTHORIZED CHECK SIGNERS

All checks issued on behalf of NAEFO shall be signed by any of the following: President, Treasurer, or Executive Director approved by the Board of Directors on a corporate resolution required by the bank depository.

7.11 BANK STATEMENT AND BANK ACCOUNT RECONCILIATION REVIEW

The Treasurer or designee shall provide the monthly bank statement and bank account reconciliation report of NAEFO to the President, Treasurer, and Executive Director for review.

7.12 BANK STATEMENT AND BANK ACCOUNT RECONCILIATION RETENTION

The Treasurer or designee shall upload an electronic copy of the monthly bank statement and bank account reconciliation report of NAEFO to the Dropbox folder as a retained record.

REVISION HISTORY

Revision Date	Author	Revision
February 14, 2009	Unknown	Initial version
December 12, 2015	Unknown	Unknown
September 12, 2020	Monte Olsen	Refined title; renamed association; added who can approve checks; added Administrative Assistant as an authorized check signer (since that role has been signing checks for years); added the bank's corporate resolution as the method of board approval of signers; added the bank statement to the monthly review of the check register; and added permanent retention of bank statements and check registers
January 7, 2023	Monte Olsen and Bruce Suenram	Require a majority of President, Treasurer, and Executive Director to approve a check instead of any one of those; removed Vice President and Secretary approval of checks; removed Vice President, Secretary, and Administrative Assistant as authorized check signers; removed Secretary from review and retention of bank statement and bank account reconciliation reports; changed bank statements and bank account reconciliation reports from a permanent record to a retained record