



<i>The Classical Academy</i>	<i>Policies and Procedures</i>
Policy Name:	Check Writing and Signing Policy
Policy Number:	DGB-TCA
Original Date:	9/13/2010
Last Reviewed:	8/8/2017
Category:	Fiscal
Author:	Controller
Cabinet Approval:	Chief Financial Officer

At The Classical Academy (TCA) check preparation and signing are accomplished by different individuals to ensure accountability and internal controls. Normally, TCA’s Finance department will prepare checks and two or more authorized signers will sign the checks. The authorized signers are the CFO and President.

Checks for less than \$5,000 may be signed by one of the authorized signers. Two authorized signers are required to sign checks for \$5,000 or more.

Electronic transfers and payments will be authorized with a dual control process according the banking institutions process.

NSF Check Policy –Uncollectible checks to TCA due to account closure or lack of funds will be assessed a \$20.00 collection fee in addition to the repayment of the uncollectible amount.

Policy Revision History

Date	Revision Details	Revised By
3/31/2013	Reformatted policy into new template. Completed annual review.	Controller
8/8/2017	Completed annual review. Updated signers	Controller