NORTH THURSTON PUBLIC SCHOOLS

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EXECUTIVE LIMITATIONS MONITORING REPORT

EL-6 SIGNING AUTHORITY AND AUTHORIZATION OF EXPENDITURES

FROM: Troy Oliver, Superintendent
DATE: January 7, 2025

The Signing Authority and Authorization of Expenditures Policy focuses on protecting the district from risk by having effective controls in place for expense approval.

Accordingly, the Superintendent must ensure signing authority and authorization of expenditures follows policy criteria contained within EL-6:

Policy Criterion 2: Identifying the staff signing officers as the Superintendent, Assistant Superintendent of Operations, and the Executive Director of Financial Services. The Director of Construction and Design has signing authority within the Capital Projects Fund.

Superintendent/CEO Interpretation:
The Superintendent must ensure the organization has appropriate policies and procedures regarding the identification of signing officers and consistently implements these policies and procedures.

Superintendent/CEO Evidence Report:
Our standard practice is that only the signing officers identified in this policy criterion are allowed to sign contracts. All contracts are reviewed and approved by the Board of Directors at regularly scheduled board meetings.

Policy Criterion 4: Ensuring that major contracts for services (over $500,000 for services and over $500,000 for goods) are signed by both the Board Chair (or official delegate i.e. other Board corporate signing officer – Vice Chair) and a signing officer, the Superintendent or delegate ensuring that all lease contracts which run over multiple years with a cumulative total of more than $100,000 are signed by the Superintendent (or official delegate).

Superintendent/CEO Interpretation:
The Superintendent will ensure policies and procedures are in place so contracts for goods and services over $500,000 and lease contracts totaling over $100,000 are signed by the appropriate district officials.

Superintendent/CEO Evidence Report:
The process for establishing a contract is outlined on the Financial Services Intranet page, including a Contract Request & Routing Form, with accompanying instructions, that ensure Financial Services staff have time and advance notice to ensure compliance with this policy criteria for every contract. All contracts and lease agreements are presented to the Board of Directors on regular meeting agendas under Required Approvals for approval and signing.

Policy Criterion 5: Ensuring that all checks are signed by two signing authorities.

Superintendent/CEO Interpretation:
The Superintendent will ensure appropriate policies and procedures are in place regarding the signing of checks by two signing authorities and that these policies and procedures are consistently implemented.

Superintendent/CEO Evidence Report:
Our General Fund and ASB Fund checking accounts are held with Key Bank. It is a requirement for all checks issued from these accounts to be signed by two individuals with signing authority.

Conclusion:
The Superintendent/CEO evidence stated above demonstrates that we are in compliance with these criteria of Executive Limitations Policy 6.