

UUFSD Policy and Procedure Document**Policy ID: 143****Title: Authorized Check Signers**

Date Approved: October 30, 2019 by the Board of Directors

Updated: February 12, 2023 by the Board of Directors

Purpose

To create and oversee the process for designating those people who are authorized to sign checks, withdraw funds from UUFSD financial accounts, or move investment funds from any UUFSD account.

Policy

No one shall be authorized to sign a check requested by themselves or a relative (spouse, natural or adopted child, grandparent, sibling or domestic partner).

Procedure

The Treasurer and two or more voting members of the Fellowship shall be authorized check signers.

Anyone proposed to become a check signer, or otherwise authorized to manage any investment fund, shall first be approved by the Finance Committee and then recommended to the Board for final approval.

Board approval for authorized signatories shall enter the official record of the appropriate board meeting. The Board President may be required to sign a corporate resolution attesting to the Board's action, which is required by the bank and other financial institutions when updating authorized signatories on accounts.