

Appendix – Signing Authority Matrix

	Position									
	Authorization of/to:		Board of Trustees	Superintendent	Associate Superintendent, Business & Finance	Associate Superintendents (Human Resources and Learning Services)	Director of Finance	Director of Facilities	Director, Consultant, Manager, Principal (See Note 1)	Coordinator, Manager, Advisor (See Note 2)
		Comment	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Level 7	Level 8
Revenue	Revenue/Grant Applications, Agreements, Contracts with external parties (excluding donations).	In accordance with Funding Manual, other funding application or agreements.	-	Unlimited	Unlimited	Up to \$50,000	Up to \$25,000	Up to \$25,000	Up to \$25,000	-
Operating Spending	Enter into Agreements and/or Contracts for goods and services including PO's excluding:	In accordance with Trade Agreements	Unlimited	Unlimited	Unlimited	Up to \$50,000	Up to \$50,000	Up to \$75,000	Up to \$25,000	Up to \$15,000
	- Consultant Services Contracts		Unlimited	Up to \$500,000	Up to \$500,000	Up to \$25,000	Up to \$25,000	-	-	-
	- Leases (operating)		Unlimited	Up to \$250,000	Up to \$250,000	-	-	-	-	-
	- Facility Services Contracts		Unlimited	Unlimited	Unlimited	-	-	Up to \$50,000	-	-
	Purchase and Payment for Goods and Services	Adhere to AP 515 – Purchasing and related appendices	Unlimited	Unlimited	Unlimited	Up to \$50,000	Up to \$75,000	Up to \$75,000	Up to \$25,000	Up to \$10,000
Capital Spending	Purchase of Real Property (land and buildings)	In accordance with the Education Act and Regulations.	Unlimited	-	-	-	-	-	-	-
	Enter into Capital Projects	In accordance with the Education Act and Regulations.	Unlimited	Unlimited	Unlimited	-	-	Up to \$75,000	-	-

	Position Authorization of/to:		Board of Trustees	Superintendent	Associate Superintendent, Business & Finance	Associate Superintendents (Human Resources and Learning Services)	Director of Finance	Director of Facilities	Director, Consultant, Manager, Principal (See Note 1)	Coordinator, Manager, Advisor (See Note 2)
		Comment	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Level 7	Level 8
	Payment for Capital Asset or against Capital Projects		Unlimited	Unlimited	Unlimited	-	Up to \$75,000	Up to \$75,000	Up to \$25,000	-
Disposals	Sale of Real Property (land and buildings)	In accordance with the Education Act and Regulations.	Unlimited	-	-	-	-	-	-	-
	Other Property Disposal or Write-off, including bill of sale authorization		Unlimited	Unlimited	Unlimited	-	Up to \$25,000	Up to \$25,000	-	-
Purchasing Cards	Add Card or Change Limits	Adhere to AP 515 – Purchasing and related appendices	Unlimited	Unlimited	Unlimited	Up to \$5,000	Up to \$10,000	Up to \$5,000	Up to \$5,000	Up to \$5,000
	Remove Card		Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	Non-Monetary Card Charges, or Monthly Statement Approval		Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Human Resources	Execute Collective Agreements	Executed after Board ratification	Board Chair	Yes	Yes	No	No	No	No	No
	Create, modify, offer or terminate Executive Employment Contracts		Superintendent position only	Yes	No	No	No	No	No	No
	Create new or revised Positions and Employment Services Contracts		No	Yes	No	Associate Superintendent, Human Resources only	No	No	No	No

	Position									
	Authorization of/to:		Board of Trustees	Superintendent	Associate Superintendent, Business & Finance	Associate Superintendents (Human Resources and Learning Services)	Director of Finance	Director of Facilities	Director, Consultant, Manager, Principal (See Note 1)	Coordinator, Manager, Advisor (See Note 2)
		Comment	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Level 7	Level 8
	Fill vacant positions or modify positions within approved budget		Superintendent position only	Yes	Yes	Yes	Yes	Yes	Yes	No
	Terminate Employees		Superintendent position only	Yes	No	Associate Superintendent – Human Resources only – Probationary & Temporary Staff	No	No	No	No
	Transfer Leadership (School Administration) employees		No	Yes	No	Associate Superintendent – Human Resources only	No	No	No	No
	Transfer Certificated employees		No	Yes	No	Associate Superintendent – Human Resources only	No	No	No	No
	Surplus/transfer non-certificated employees		No	Yes	No	Associate Superintendent -Human Resources only	No	No	No	No
	Authorization of timesheets, attendance and absences		Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	Journal Entries: Operating Budget and SGF Write Offs: A/R, Benefits (excl. Property)		-	Unlimited	Unlimited	-	Unlimited	Up to \$25,000	Up to \$25,000	Up to \$10,000
Accounting and Other			-	Unlimited	Unlimited	-	\$25,000	-	-	-
	Waive School Fees		-	Yes	Yes	-	Yes	-	Principals Only	-
	Credit Facility Agreements		Unlimited: Any 2 of: Board Chair or Vice Chair AND Superintendent or Associate Superintendent, Business & Finance			-	-	-	-	-

Position Authorization of/to:										
		Board of Trustees Level 1	Superintendent Level 2	Associate Superintendent, Business & Finance Level 3	Associate Superintendents (Human Resources and Learning Services) Level 4	Director of Finance Level 5	Director of Facilities Level 6	Director, Consultant, Manager, Principal (See Note 1) Level 7	Coordinator, Manager, Advisor (See Note 2) Level 8	
	Banking (Deposit) Agreements		Unlimited: Any 2 of: Board Chair or Vice Chair AND Superintendent or Associate Superintendent, Business & Finance		-	-	-	-	-	
	Cheque Signing		Unlimited: Any 2 of: Board Chair or Vice Chair AND Superintendent or Associate Superintendent, Business & Finance		-	-	-	-	-	
	Purchase and Redeem Investments		-	Unlimited	Unlimited	-	-	-	-	
	Electronic Fund Transfers (EFTs) and Statutory Deductions		-	Unlimited	Unlimited	-	Up to \$4,000,000 (see Note 4)	-	Finance Manager Only (see Note 4)	

(1) Level 7 includes Director of Student Services, IT Consultant, ET Consultant, Instructional Consultant, Transportation Manager, Finance Manager and Principals.
(2) Level 8 includes Custodial & Grounds Coordinator, Project & Maintenance Coordinator, Finance Coordinator, Master Tradesman, Curriculum Manager, Communications Advisor and MHCB Program Manager.
(3) All staff have authority to purchase to the extent of the limits (transaction and monthly) that have been established on their Black Gold School Division Purchase Card.
(4) This \$4 million represents payroll related payments to employees as well as source deductions. Prepared by Payroll and approved by Director of Finance or Finance Manager.