

# Delegation of Authority Policy

Adopted January 26, 2021

## **Contracts/Grants/Purchase Orders/Consultant Agreements and other such Documents.**

Authorized Approvers/Signers: The Executive Director, President, Vice-President, and Treasurer (and all other Trustees if their signatures are required by law or regulation as is often the case with real estate transactions).

Review Procedures/Other: All such documents that create an obligation over \$1000 must be reviewed and approved by at least two of the authorized approvers/signers prior to execution, though only one of the approvers need sign the document. One of the authorized approvers/signers may review and approve such documents that create an obligation that is \$1000 or less. (An exception to the “one signer “policy occurs when law or regulation requires more than one Trustee signature, as is often the case with real estate transactions). The review and approval should consider the reasonableness of the agreement, its consistency with OCT’s policies, and consistency with the approved budget. Obligations over \$2500 that are not in the budget should be approved by the Board before an agreement is signed.

## **Invoices for payment.**

Authorized Approvers/Signers: The Executive Director, President, Vice President, and Treasurer

Review Procedures/Other: All invoices or other requests for payment, either to or from OCT, must be approved by one of the authorized approvers/signers, with the proviso that all invoices must be reviewed by an individual knowledgeable about the transaction. That person must attest to the invoice’s reasonableness and consistency with the relevant contract or other agreement. If an authorized signer does not have such knowledge, this will require initial review and the recommendation to approve the invoice by another person with the relevant knowledge. No one may approve a disbursement to him/herself.

## **Checks and Electronic Funds transfers to, from, and between OCT bank accounts.**

Authorized Approvers/Signers: The Executive Director, President, Vice President, and Treasurer

Review Procedures/Other: Any of the authorized approvers/signers may sign a check or approve an electronic funds transfer to, from, or between OCT bank accounts. The check signer should not be the same person who approved the invoice. Anyone signing a check or approving an outgoing funds transfer must assure the availability of funds and the fact that the payment is consistent with the relevant documentation and OCT’s policies and procedures. Debit card transactions are a special case of electronic funds transfer. They may be authorized by the

Executive Director, President, or Vice President (not the Treasurer) and the Treasurer should review the appropriateness of the debit card transactions monthly.

### **Funds transferred to, from, and between OCT investment accounts.**

Authorized Approvers/Signers: The President, Vice President, Treasurer, and their designee if approved by the Board

Review Procedures/Other: Such transfers will be done with the goals of assuring sufficient cash on hand to meet obligations and optimizing OCT's return on its investments, in a manner consistent with the approved OCT investment policy.

### **Expense Reports (travel and other staff or Board member expenses).**

Authorized Approvers/Signers: The Executive Director, President, Vice President, and Treasurer

Review Procedures/Other: No one can approve reimbursement for his/her own expenses. Typically, the Executive Director will approve travel and other expense reports for staff, Board, and consultants. The President, Vice President, or Treasurer will approve expense reports for the Executive Director. Approval signifies the reasonableness of the expenses and their consistency with OCT policies and procedures.

### **Staff compensation.**

Authorized Approvers/Signers: The Executive Director and President

Review Procedures/Other: The Board approves the compensation for the Executive Director and the President certifies the Board's decision in a memo to the Executive Director and the file. The Executive Director approves the compensation for OCT staff and certifies his/her decision in a memo to the staff person and the file. Compensation reviews are typically done annually but may occur at a different time at the discretion of the Board for the Executive Director and the Executive Director for the staff. Approval requires that the compensation be reasonable based upon appropriate comparable data for staff in similar nonprofit organizations in the labor market and consistent with the approved budget and OCT policies.

### **Paid and Unpaid Leave.**

Authorized Approvers/Signers: The Executive Director and President

Review Procedures/Other: Staff members should request leave with reasonable advance notice under the circumstances and such leave should be approved in advance by the President for the Executive Director and the Executive Director for other staff members. When advance

notice is not feasible (personal emergency, sick leave) the leave should be reviewed for approval after the fact. Approval signifies that the leave is reasonable and consistent with OCT's policies, procedures, and law.