

Policy Number 1.6
Title Financial Condition
Section 1: Executive Limitations
Effective Date October 27, 2004
Reviewed & Approved: January 20, 2021 Board Meeting



With respect to the actual, ongoing condition of the organization's financial health, the Chief Executive Officer (CEO) may not cause or allow the development of fiscal jeopardy or a material deviation of actual expenditures from Board priorities established in *Ends* policies and under the ***Public Libraries Act, RSO 1990, c.P. 44.***

Accordingly, s/he shall not:

1. Incur debt of any description, without approval of the Board.
2. Permit funds to drop below the amount needed to settle payroll and debts in a timely manner.
3. Allow tax payments or other government-ordered payments or filings to be overdue or inaccurately filed.
4. Make a single purchase or commitment of greater than \$10,000 without Board approval.
5. Fail to pursue receivables.
6. Be the sole signatory on cheques. All cheques require two signatures. The three signing officers are the CEO, Board Chair, and Board Vice Chair.