

## Cheques

Blank cheques are never signed. The only persons allowed to sign cheques are those signatories specifically identified in the branch by-laws. Never sign a cheque if the amount and the payee have NOT been entered. The most serious cases of misappropriation of funds involved members who signed blank cheques in good faith. Any person authorized to sign cheques must be covered under your dishonesty insurance policy, and this requirement is contained in branch by-laws. The treasurer must present a written monthly financial report. The report, as submitted by the treasurer or chairman of the finance committee, requires a motion of "acceptance." Signing a cheque in good faith could potentially lead to misappropriation of funds.

All money held on deposit by a branch must be either in a general account; a poppy trust account; a separate gaming account, (which includes BINGO, raffles and casinos), a lotteries funds account, investment account or a Membership per capita account. No separate accounts for an individual committee is permitted. Cash deposits are to be done regularly. The cheques for these accounts must be clearly marked, i.e. "Poppy Trust Account," "Gaming Account," "General Account," "Lotteries account," etc.

No contracts or leases involving expenditures of branch funds can be made without the consent of the Finance Committee and the general membership. Recognize that by signing a lease or contract that there is a long-term commitment of funds, therefore a long-term projection should be done to ensure the branch can meet the financial commitment into the future. Approval of BC/Yukon Command Branch Advisory is required before entering into leases or contracts. The Secretary, in the presence of the President, under seal must sign all contracts. The BC Legion Act allows only the Secretary and the President to sign legal documents. The seal of a branch shall, at all times, be kept in accordance with *General Bylaw* Section 136.