



Emergency Check Authorization and Signatory Process

The Emergency Check Authorization and Signatory Process shall be implemented in cases of emergency situations like natural disasters and public health pandemics in order to maintain the business operations and financial obligations of the Regional Task Force on the Homeless (RTFH). A formal request to implement this policy must be made in writing to the RTFH Executive Committee by the RTFH Chief Executive Officer (CEO), or RTFH staff as delegated by the CEO. Upon approval by the RTFH Executive Committee, the CEO will implement this policy and identify who the RTFH Board authorized RTFH signatory staff is (IE, Chief Operating Officer, Chief Impact Officer, Director of Operations, etc.). The RTFH CEO shall immediately notify the RTFH Executive Committee when normal business practices are authorized to resume.

Standard Check Signatory Requirements

1. Checks under \$10,000 require one authorized RTFH staff signature.
2. Checks in the amount of \$10,000 - \$75,000 require two authorized RTFH staff signatures.
3. Checks greater than \$75,000 require one authorized RTFH staff signature and one authorized RTFH Board Member signature.
4. Homeless Emergency Aid Program checks greater than \$75,000 require one authorized RTFH staff signature and the RTFH Board Treasurer signature.

Emergency Check Signatory Requirements

The Emergency Check Authorization and Signatory Process allows for one authorized RTFH staff signature on all checks. Should the RTFH CEO be unavailable, the Executive Committee shall designate the secondary authorized RTFH staff as the signatory.

Emergency Invoice Process

1. The RTFH finance team scans all invoices into an electronic folder on the RTFH network, reviews invoices for payment, and updates the Invoice Payment Spreadsheet on Mondays.
2. The RTFH finance team notifies the CEO via email that the electronic invoice folder is ready for review by 12pm on Tuesdays.
3. The RTFH CEO, or an RTFH staff as delegated by the CEO, reviews all invoices, updates the Invoice Payment Spreadsheet, and notifies the finance team once the invoices have been approved for payment.

Emergency Check Signature Process

1. The RTFH finance team prepares and prints checks for signature by 12pm on Wednesdays. The RTFH staff authorized to sign checks is restricted from printing checks.
2. The RTFH staff, as delegated by the CEO, picks up the checks from the finance team or RTFH office and delivers them to the CEO for signature on Wednesdays.
3. The RTFH CEO reviews and signs checks every Wednesday, ensuring that the Invoice Payment Spreadsheet has been updated and reflects accurate payments.
4. The RTFH staff, as delegated by the CEO, mails the checks no later than 5pm on Thursdays.
5. The RTFH CEO sends the Invoice Payment Spreadsheet to the RTFH Board Treasurer within 24 hours of signing the checks to notify the RTFH Board Treasurer of all invoices and check payments.

Financial Reconciliation

1. The RTFH finance team and the secondary authorized RTFH staff, as previously approved by the RTFH Board, reconcile the Invoice Payment Spreadsheet with the bank account on a weekly basis to ensure the checks that cleared match the authorized payment amount.
2. The RTFH finance team provide the monthly financials to the authorized RTFH staff, as designated by the CEO, on the last day of the following month. For example, the financial report for the month of January shall be submitted to the RTFH CEO or other RTFH staff as designated by the CEO, by the last business day in February.
3. The RTFH designated staff reviews the monthly financials and the monthly bank statement for accuracy. Once the monthly financials have been approved, the RTFH designated staff provides the monthly financials to the RTFH CEO and the RTFH Board Treasurer for review.
4. The RTFH designated staff reviews the approved monthly financials with the RTFH Board Treasurer prior to the monthly RTFH Executive Committee meeting.
5. The RTFH provide the monthly financials to the RTFH Executive Committee at each monthly meeting for approval.