

Agenda Item Summary

To: Executive Committee

From: Pauline Yoder, Chief Operating Officer

CC: M. Hart, Executive Director; T. Malenfant, Finance Officer

Meeting Date: January 14, 2026

Subject: Disbursements Check Signature Policy

Background:

CRCOG's current disbursement and check policy is outdated and based on an era when checks were handwritten and physically countersigned. This updated policy would ensure review and approval by two people (normally the Treasurer and Executive Director) and allow for back-up if they are not available.

In accordance with CRCOG's bylaws, the Executive Committee must approve changes to the check signature policy.

Benefit to Member Towns/CRCOG:

The proposed policy would streamline CRCOG operations.

Financial/Operational Impact:

The proposed policy would improve the efficiency of CRCOG operations and procedures.

Project Schedule:

Upon approval from the Executive Committee, staff would implement the new procedure immediately,.

Recommendation:

To ensure that CRCOG can issue disbursement checks in a timely and efficient fashion, management recommends Executive Committee approval of the proposed Disbursements and Check Signature Policy.

Attachments:

- Disbursements and Check Signature Policy

Disbursements and Check Signature Policy

Disbursements

The CRCOG Treasurer and Executive Director will review and approve all disbursements. In the event the Treasurer or the Executive Director is not available, the Chief Operating Officer may approve disbursements.

If two of the Treasurer, Executive Director, or Chief Operating Officer are unavailable, an Officer of CRCOG may serve as the second approver for disbursements.

The Treasurer will receive the list of disbursements even if they are not available to approve the disbursements.

Check Signature

All checks will be signed by the Executive Director and the Chief Operating Officer.

Signature

Date