



Exhibit 1 to Financial Policy - Authorization Matrix

Updated and Approved - November 09, 2015

Process	Additional Notes	Board of Directors (BOD)	BOD Chair	BOD Finance Committee	Finance Committee Chair	Chief Executive Officer -ED	Chief Financial Officer	Chief Information Officer	Chief Marketing Officer	Chief Sales & Strategy Officer	Controller	Immediate Supervisor
Policy - Creation and Revision												
Organizational		✓	-	-	-	-	-	-	-	-	-	-
Privacy and Security		-	-	-	-	✓	-	-	-	-	-	-
Customer Support		-	-	-	-	✓	-	-	-	-	-	-
Human Resources		-	-	-	-	✓	-	-	-	-	-	-
Marketing		-	-	-	-	✓	-	-	-	-	-	-
Technology		-	-	-	-	✓	-	-	-	-	-	-
Legal		-	-	-	-	✓	-	-	-	-	-	-
Communications		-	-	-	-	✓	-	-	-	-	-	-
Finance		✓	-	-	-	-	-	-	-	-	-	-
Budget:												
Annual Budget - Approval		✓	-	-	-	-	-	-	-	-	-	-
Budget Revisions - Individual Line Items		-	-	-	-	✓	✓	-	-	-	-	-
Budget Revisions - Categorical		-	-	✓	-	✓	✓	-	-	-	-	-
Bank Accounts:												
Bank Accounts - Creation	FDIC compliant	✓	-	-	-	-	-	-	-	-	-	-
Internal Transfers Between Operating Accounts (1)		-	-	-	-	✓	✓	-	-	-	-	-
Wire Transfers - Incoming (PMS/Federal Draws)		-	-	-	-	-	✓	-	-	-	-	-
Disbursements:												
Check Signing/ACH's/Wire Transfers > \$25,000	2 Signatures (2)	-	✓	-	✓	✓	✓	-	-	-	-	-
Check Signing/ACH's/Wire Transfers ≤ \$25,000	1 Signature	-	✓	-	✓	✓	✓	-	-	-	-	-
Credit:												
Credit Accounts ≤ \$25,000- Creation		-	-	-	-	✓	-	-	-	-	-	-
Credit Accounts - Use (1)		-	-	-	-	✓	✓	-	-	-	-	-
Indebtedness > \$25,000		✓	-	-	-	-	-	-	-	-	-	-
Expense Approval:												
Expenditure / Business Initiative over \$250,000 (3)	Non Federal	✓	-	-	-	✓	-	-	-	-	-	-
Expenditure / Contract Approval over \$150,000 (3)	Federal/Sole Source/Professional Services	✓	-	-	-	✓	-	-	-	-	-	-
Expenditure / Contract Approval > \$5,000 ≤ \$150,000		-	-	-	-	✓	-	-	-	-	-	-
Expenditure / Contract Approval ≤ \$5,000		-	-	-	-	✓	✓	-	-	-	✓	-
Expense Reimbursements - Employees		-	-	-	-	-	-	-	-	-	-	✓
Expense Reimbursements - CEO/ED		-	✓	-	✓	-	-	-	-	-	-	-
Grants:												
Planning		✓	-	-	-	-	-	-	-	-	-	-
Establishment		✓	-	-	-	-	-	-	-	-	-	-
Other:												
Authority Matrix		✓	-	-	-	-	-	-	-	-	-	-
Time Sheets		-	-	-	-	-	-	-	-	-	-	✓
Operational Plan		✓	-	-	-	-	-	-	-	-	-	-

(1) May be delegated to other staff by authorized party in accordance with related policy/procedure

(2) Requires at least one of the signatures be from a Board member

(3) Per Procurement Policy - threshold applies to total expenditures expected within a 1 year period, requires dual Board and CEO approval