



Updated and Approved - February 12, 2018

Exhibit 1 to Financial Policy - Authorization Matrix
Version V2018a

Process	Additional Notes	Board of Directors (BOD)	BOD Chair	BOD Finance Committee	Finance Committee Chair	Chief Executive Officer -ED	Chief Financial Officer	Chief Technology Officer	Chief Operations 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	✓	-	-	-	-	-	-	-	-	-
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 - Creation		-	-	-	-	✓	-	-	-	-	-
Credit Accounts - Use (1)		-	-	-	-	✓	✓	-	-	✓	-
Indebtedness > \$25,000		✓	-	-	-	-	-	-	-	-	-
Expenditure or Business Initiative Approval:											
Business Initiative / Contract Approval over \$250,000 (3) (4)	Non Federal	-	-	-	-	✓	-	-	-	-	-
Expenditure / Contract Approval over \$150,000 (3)(4)	Federal/Sole Source/Professional Services	✓	-	-	-	✓	-	-	-	-	-
Expenditure / Contract Approval > \$5,000 ≤ \$150,000 (4)		-	-	-	-	✓	-	-	-	-	-
Expenditure / Contract Approval ≤ \$5,000		-	-	-	-	✓	✓	-	-	✓	-
Expense Reimbursements - Employees		-	-	-	-	-	-	-	-	-	✓
Expense Reimbursements - CEO/ED		-	✓	-	✓	-	-	-	-	-	-
Grants:											
Planning- Establishment		✓	-	-	-	-	-	-	-	-	-
Establishment		✓	-	-	-	-	-	-	-	-	-
Other:											
Authority Authorization Matrix		✓	-	-	-	-	-	-	-	-	-
Investment Policy		✓	-	-	-	-	-	-	-	-	-
Time Sheets		-	-	-	-	-	-	-	-	-	✓
Operational Strategic Plan		✓	-	-	-	-	-	-	-	-	-

- (1) May be delegated to other staff by authorized party in accordance with related policy /procedures
- (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
- (4) Contract Signatures can be delegated by the Principal Officer designated by the Board of Directors