



Updated and Approved - July 9, 2018

**Exhibit 1 to Financial Policy - Authorization Matrix**  
Version V2018b

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
<b>Policy - Creation and Revision</b>											
Organizational		✓	-	-	-	-	-	-	-	-	-
Privacy and Security		-	-	-	-	✓	-	-	-	-	-
Customer Support		-	-	-	-	✓	-	-	-	-	-
Human Resources		-	-	-	-	✓	-	-	-	-	-
Marketing		-	-	-	-	✓	-	-	-	-	-
Technology		-	-	-	-	✓	-	-	-	-	-
Legal		-	-	-	-	✓	-	-	-	-	-
Communications		-	-	-	-	✓	-	-	-	-	-
Finance		✓	-	-	-	-	-	-	-	-	-
<b>Budget:</b>											
Annual Budget - Approval		✓	-	-	-	-	-	-	-	-	-
Budget Revisions - Individual Line Items		-	-	-	-	✓	✓	-	-	-	-
Budget Revisions - Categorical		-	-	✓	-	✓	✓	-	-	-	-
<b>Bank Accounts:</b>											
Bank Accounts - Creation	FDIC compliant	✓	-	-	-	-	-	-	-	-	-
Transfers Between Operating Accounts (1)		-	-	-	-	✓	✓	-	-	-	-
Wire Transfers - Incoming (PMS/Federal Draws)		-	-	-	-	-	✓	-	-	-	-
<b>Disbursements:</b>											
Check Signing/ACH's/Wire Transfers > \$25,000	2 Signatures (2)	-	✓	-	✓	✓	✓	-	-	-	-
Check Signing/ACH's/Wire Transfers ≤ \$25,000	1 Signature	-	✓	-	✓	✓	✓	-	-	-	-
<b>Credit:</b>											
Credit Accounts - Creation		-	-	-	-	✓	-	-	-	-	-
Credit Accounts - Use (1)		-	-	-	-	✓	✓	-	-	✓	-
Indebtedness > \$25,000		✓	-	-	-	-	-	-	-	-	-
<b>Expenditure Approval:</b>											
Expenditure / Contract Approval over \$250,000 (3) (4)	Dual approval required	✓	-	-	-	✓	-	-	-	-	-
Expenditure / Contract Approval > \$5,000 ≤ \$250,000 (3)(4)		-	-	-	-	✓	-	-	-	-	-
Expenditure / Contract Approval ≤ \$5,000		-	-	-	-	✓	✓	-	-	✓	-
Expense Reimbursements - Employees		-	-	-	-	-	-	-	-	-	✓
Expense Reimbursements - CEO/ED		-	✓	-	✓	-	-	-	-	-	-
<b>Other:</b>											
Authorization Matrix		✓	-	-	-	-	-	-	-	-	-
Time Sheets		-	-	-	-	-	-	-	-	-	✓
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) Threshold applies to total commitment of funds per procurement, see Financial Policy for reporting on multiple procurements
- (4) Contract Signatures can be delegated by the Principal Officer designated by the Board of Directors