



Updated January 1, 2024

Exhibit 1 to Financial Policy - Authorization Matrix
Version V2024

Process	Additional Notes	Board of Directors (BOD)	BOD Chair	BOD Finance Committee	Treasurer	Chief Executive Officer -ED	Chief Financial 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:									
Checks Signing /ACH's/Wire Transfers/Purchase Card Charges > \$100,000	2 Signatures Approvers (2)	-	✓	-	✓	✓	✓	-	-
Checks Signing /ACH's/Wire Transfers ≤ \$100,000	1 Signature Approver	-	✓	-	✓	✓	✓	-	-
Credit:									
Credit Accounts - Creation		-	-	-	-	✓	-	-	-
Credit Accounts - Use (1)		-	-	-	-	✓	✓	✓	-
Indebtedness > \$25,000		✓	-	-	-	-	-	-	-
Expenditure Approval:									
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		-	-	-	-	✓	✓	-	✓
Purchase Card Charges - Employees		-	-	-	-	-	✓	✓	✓
Expense Reimbursements / Purchase Card Charges - CEO/ED		-	✓	-	✓	-	-	-	-
Other:									
Authorization Matrix		✓	-	-	-	-	-	-	-
Time Sheets		-	-	-	-	-	-	-	✓
Strategic Plan		✓	-	-	-	-	-	-	-

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

(2) Requires one of the **approvals signatures on checks** be from an Authorized Board member and the Authorized Board member review any **single** individual purchase card charge exceeding **stated limit** of \$100,000. **Approver exceptions allowed based on Board Member availability.** (Exceptions allowed for Board Member absences)

(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