

 The College of Naturopaths of Ontario	Policy Type EXECUTIVE LIMITATIONS	COUNCIL POLICIES
	Title Financial Transactions	Policy No. EL07.02
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With respect to the actual financial transactions of the College, the Chief Executive Officer (CEO) shall not undertake any of the following.

- 1 For any purpose whatsoever deduct any amount from money received by the College or fail to deposit such money received in the bank in the name of the College.
- 2 Fail to endorse any negotiable instrument for collection on account of the College or for the deposit to the credit of the College with the bank.
- 3 Fail to obtain a record of transaction for any payments made on behalf of the College by any means.
- 4 Fail to write cheques or have them endorsed in accordance with Article 4 of the By-laws of the College.
- 5 Fail to maintain a petty cash account exceeding \$500 or properly account for the petty cash of the College.
- 6 Fail to maintain the accounting of the College, including but not necessarily limited to the general journal, accounts receivable, and accounts payable.

DATE APPROVED	DATE LAST REVISED
July 30, 2013	July 26, 2023