**BOARD RESOLUTION OF [YOUR COMPANY NAME]**

**AMENDING THE CHEQUE APPROVAL PROCEDURE**

**DULY PASSED ON [DATE]**

## AMENDING THE PROCEDURE FOR CHEQUE APPROVAL

WHEREAS, in order to accelerate the payment of claims and other obligations of [YOUR COMPANY NAME], [YOUR COMPANY NAME] authorises this Board to permit the issuance of cheques before this Board has begun to permit the payment of said claims among other things; and

WHEREAS, the [NAME OF YOUR COMPANY] readily pays its claims and other obligations in accordance with the laws of [STATE/PROVINCE]of [COUNTRY]; and

WHEREAS, this Board has previously adopted recruiting, contracting, purchasing, and disbursing policies that implement effective internal controls; and

WHEREAS, in order to accelerate the payment of claims and other obligations this Board adopted Resolution [BOARD RESOLUTION OF [YOUR COMPANY NAME] AUTHORISING A CHEQUE APPROVAL PROCEDURE] establishing a procedure for the approval of cheques of the [YOUR COMPANY NAME] which provided that the [OFFICER POSITION] of the Finance Committee would review the Cheque Register on behalf of the Board; and

WHEREAS, in light of the fact the Finance Committee has been disbanded, it is appropriate to amend the cheque approval procedure;

RESOLVED, that [YOUR COMPANY NAME] cheque approval procedure is hereby amended to provide that the [OFFICER POSITION] shall provide documentation supporting the cheques issued and claims paid to the Chair of the Board or the Treasurer of the Board and a summary of the cheque numbers and total of all such cheques to this Board at its regularly scheduled public meetings.

RESOLVED FURTHER, that the officers of [YOUR COMPANY NAME] are, and each acting alone is, hereby authorised and directed to take such further action as may be necessary, appropriate or advisable to implement this resolution and amendment and any such prior actions are hereby ratified; and

We, the undersigned, hereby certify that [YOUR COMPANY NAME] is comprised [NUMBER] members, of whom [NUMBER], constituting *a quo*rum, were present at a meeting duly and regularly called, noticed, convened and held this [DAY] day of [MONTH, YEAR], and that the foregoing Resolution was duly adopted at said meeting by the affirmative vote of [NUMBER] members, and opposed by [NUMBER] members, and that said Resolution has been duly recorded in the Minute Book and is in full force and effect.

[DIRECTOR]

[DIRECTOR]

[DIRECTOR]