



Judo Alberta Financial Expenditure Policy

Introduction

This Policy specifies the approvals required for financial expenditures by Judo Alberta

The purpose of this document is to:

- establish the need for two members with signing authority on behalf of Judo Alberta to request and subsequently approve financial expenditures (debits) from any of Judo Alberta's current bank accounts via the Scotia Connect online banking portal or using cheques
- define the list of relevant debit transaction types:
 - a. Cheques
 - b. E-Transfers
 - c. Electronic Funds Transfers (EFT)
 - d. International Money Transfers
 - e. Wire Payments
- Identify the Judo Alberta bank accounts from which debits will be made from:
 - a. Chequing
 - b. Savings (Scotia Connect online portal only)
 - c. Casino

Approval Process

1. Electronic debits from Judo Alberta accounts are requested by the Judo Alberta Treasurer in the Scotia Connect online banking portal
2. Electronic debits from Judo Alberta accounts are approved by the Judo Alberta President in the Scotia Connect online banking portal
3. Judo Alberta cheques utilize a two-signature template and require two authorized signees on behalf of Judo Alberta

Exceptions to the Approval Process

1. Electronic debits from Judo Alberta accounts are requested by the Judo Alberta President in the Scotia Connect online banking portal when the payee is the president
2. Electronic debits from Judo Alberta accounts are approved by the Judo Alberta Treasurer in the Scotia Connect online banking portal when the payee is the president
3. Two signatures are not required for pre-authorized electronic debits from Judo Alberta accounts for pre-approved recurring payments:
 - a. Benefits for Judo Alberta employees
 - b. Salaries for Judo Alberta employees
 - c. Judo Alberta office internet plan
 - d. Judo Alberta office phone