

To The Saturna Recreation and Cultural Centre Society Board

November 2011

RE: The 7 cheques with one signature and the donation receipt:

Six (6) of the seven (7) cheques and one donation receipt were issued to me during the last fiscal year which began on July 01, 2010 and ended June 30, 2011.

The 7th cheques was issued to our cleaner, Wayne Dodd.

Each of the cheques and the donation receipt were issued by our Treasurer as per the invoices which were submitted.

The cheques are as follows:

#291 to M. Gaines, June 2010 - indoor/outdoor vac.	\$189.28
#292 to M.Gaines , June 2010 - Raffle licenses	\$ 50.00
#297 to W. Dodd , July 2010 - Contract Labour	\$324.00
#336 to M. Gaines Nov. 2010 -Plexiglass tabletops	\$532.00
#389 to M. Gaines, Jan. 2011 - N.Y. Eve supplies	\$ 71.69
#390 to M. Gaines, Jan 2011 - Membership Brochures	\$ 60.40
#391 to M. Gaines, Jan. 2011 - TV & DVD/VCR	\$913.05

Donation Receipt #0647 for \$400.00 - written to me by the Treasurer but not signed.

Let me say, that there is no doubt in my mind, that as a Director of the Society, I should have ensured that each of the 6 cheques payable to me, had a second signature. As a signing officer and under our current requirements, I could have provided the second signature. This did not occur, and, in truth, I probably did not notice the lack of a second signature when I deposited the cheques in the ATM at my bank. Although I do not offer this as an excuse, I deposit many cheques and when doing so am usually at stop number 7 - 10 on a trip to Victoria.

I am pleased that the auditors caught the absence of a signature on the tax receipt as I would have submitted same with other pertinent tax material to my accountant and would have been unable to make a claim for the donation -(which was given on behalf of John and myself).

I would propose that, at this meeting or one in the near future, we propose a motion to amend our cheque writing signing policy.

At present, a cheque requires 2 signatories, neither of which need be the Treasurer. Please give some thought as to how this motion might be worded to prevent further problems for us all. Cheques should not be released unless they have two (2) signatures.

