

**FIN.001**

Policy – Association Funds Management Signatures  
Adopted: March 23, 2016 / Modified June 28, 2017  
to include “Exceptions”

**Quivira Falls Community Association**  
**Association Funds Management Signatures**

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***Policy:***

To provide guidelines that will facilitate security for the withdrawal or movement of any or all funds from accounts owned and managed by the Quivira Falls Community Association’s various financial accounts, and to be able to respond to any financial request responsibly by designating the primary and back-up signatures.

***Procedure:***

For each and every transaction (withdrawal or movement) from any of the financial institutions on behalf of Quivira Falls Community Association (“Association”), two (2) signatures will be required. These signatures will be one each from the Association’s Board and from the current Management Company. The Association will also provide a ‘back up/secondary’ person to sign on these transactions in case the primary person is unable to perform this function.

This procedure is not necessary for deposits – only for withdrawals and movement of any monies from an account or holding.

Exceptions: Payment of utility bills (e.g., trash, telephone, water, waste water, gas, and electricity) may be paid by automatic withdrawal.

Because of the transitory nature of the Association’s Board and the Management Company personnel, whenever new assignees are selected to replace the previous ones, that information shall be noted on each affected account, provided to the current Board of Directors, and updated in the office records to reflect the changes.

Names to be noted:

- Management Company
- Association (Primary)
- Association (Secondary)