



Updated January 1, 2025

Exhibit 1 to Financial Policy - Authorization Matrix

Version V2025

Process	Additional Notes	Board of Directors (BOD)	BOD Chair	BOD Finance Committee	Treasurer	Chief Executive Officer EO	Chief Financial Officer	Controller	Immediate Supervisor
Policy - Creation and Revision									
Organizational		✓	-	-	-	-	-	-	-
Privacy and Security		-	-	-	-	✓	-	-	-
Customer Support		-	-	-	-	✓	-	-	-
Human Resources		-	-	-	-	✓	-	-	-
Marketing		-	-	-	-	✓	-	-	-
Technology		-	-	-	-	✓	-	-	-
Legal		-	-	-	-	✓	-	-	-
Communications		-	-	-	-	✓	-	-	-
Finance		✓	-	-	-	-	-	-	-
Budget:									
Annual Budget - Approval		✓	-	-	-	-	-	-	-
Budget Revisions - Individual Line Items		-	-	-	-	✓	✓	-	-
Budget Revisions - Categorical		-	-	✓	-	✓	✓	-	-
Bank Accounts:									
Bank Accounts - Creation	FDIC compliant	✓	-	-	-	-	-	-	-
Transfers Between Operating Internal Bank/Investment Accounts (1)		-	-	-	-	✓	✓	✓	-
Wire Transfers - Incoming (PMS/Federal Draws)		-	-	-	-	-	✓	-	-
Disbursements:									
Checks/ACH's/Wire Transfers/Purchase Card Charges > \$100,000	2 Approvers (2)	-	✓	-	✓	✓	✓	-	-
Checks/ACH's/Wire Transfers ≤ \$100,000	1 Approver	-	✓	-	✓	✓	✓	-	-
Credit:									
Credit Accounts - Creation		-	-	-	-	✓	-	-	-
Credit Accounts - Use (1)		-	-	-	-	✓	✓	✓	-
Indebtedness > \$25,000		✓	-	-	-	-	-	-	-
Expenditure Approval:									
Expenditure / Contract Approval over \$250,000 (3) (4)	Dual approval required	✓	-	-	-	✓	-	-	-
Expenditure / Contract Approval > \$5,000 ≤ \$250,000 (3)(4)		-	-	-	-	✓	-	-	-
Expenditure / Contract Approval ≤ \$5,000		-	-	-	-	✓	✓	✓	-
Expense Reimbursements - Employees		-	-	-	-	✓	✓	-	✓
Purchase Card Charges - Employees		-	-	-	-	-	✓	✓	✓
Payroll Related Expenditures (including benefits)		-	-	-	-	✓	✓	✓	-
Expense Reimbursements / Purchase Card Charges - CEO/ EO (5)		-	✓	-	✓	-	-	-	-
Other:									
Authorization Matrix		✓	-	-	-	-	-	-	-
Time Sheets		-	-	-	-	-	-	-	✓
Strategic Plan		✓	-	-	-	-	-	-	-

(1) May be delegated to other staff by authorized party in accordance with related policy /procedures

(2) Requires one of the approvals be from an Authorized Board member and the Authorized Board member review any individual purchase card charge exceeding \$100,000. Approver exceptions allowed based on Board Member availability.

(3) Threshold applies to total commitment of funds per procurement, see Financial Policy for reporting on multiple procurements

(4) Contract Signatures can be delegated by the Principal Officer designated by the Board of Directors

(5) Review of CEO reimbursements and purchase card charges is subsequent to expenditure - any denied expenditures are to be reimbursed by CEO