

NEW YORK-NEW JERSEY TRAIL CONFERENCE AUTHORITY MATRIX

		Approvals	Primary			Secondary					Comments	
			Board Approval	Executive Director	Deputy Executive Director	Treasurer	Vice Chair	Secretary	Board Chair	Investment Committee Chair		Selected Board Member
TD Bank Transactions	Under \$5K	1		X	X							
	Over \$5K	2		X	X			X	X		X	
	Over \$10K	2		X	X			X	X		X	Treasurer must be notified
	Over \$50K	1	X									
	Money Market Transfer	2		X	X	X	X			X		
Contract Approval/Other	Under \$25K	1		X	X							Includes grants and contracts (receivable or payable)
	Over \$25K	2		X	X	X	X	X	X			
	Over \$50K	1	X									
Schwab Account/Investment Transactions	Over \$25K	2				X	X			X		
Salary Increases/Bonuses	Under \$5K	1		X								
	Over \$5K	2		X		X			X			
Opening/Closing Accounts		2		X		X						
Executive Director expenses		1				X			X			
Executive Director salary increases		1	X									
Staff expenses		1		X	X							