

**Full Authority**  
**19 June 2025**  
**Agenda Item: 13**

**Direct Deposit Options**

**Background**

During the 2025 budget deliberations, the CVCA Board included additional funds for direct deposit for CVCA staff pay cheques. It was thought this would ensure CVCA staff would be paid in a timely manner and would reduce the risk of not getting paid in the event of a signing authority Board member being unavailable to sign pay cheques. The following options are provided for the Board’s consideration.

***Option 1 – 1 CVCA Staff and 1 CVCA Board Member Authorize***

This option would require 1 CVCA staff member to complete the pay cheques, upload the Sage file into TD Web Business Banking and request authorization from the CVCA Board Member who has access to TD Web Business Banking website and authentication device (app on your cell phone). The Board member would receive a message on their app with a number and would then need to log into TD Web Business Banking from a computer to review the requested payments and either approve or deny the payments. This must be done on the same day CVCA staff submit the file to TD Web Business Banking. Board Member must commit to be available on a bi-weekly basis.

| <b>Pros</b>  | <b>Cons</b>  |
|--|--|
| <ul style="list-style-type: none"><li>• Board Member would not have to drive to the CVCA office or meet with CVCA staff member to sign cheques</li></ul> | <ul style="list-style-type: none"><li>• Less flexibility - Board Member <b>must</b> be available to approve payments on the day the file is uploaded during the course of the entire year</li><li>• All responsibility would be on one Board member, unless additional authorization (at additional cost) is extended to other Board members</li><li>• Sage file must be completed 3 days prior to pay day to ensure pays are deposited into employee bank accounts</li><li>• If only one Board member is chosen, an unexpected circumstance (illness, family emergency) may delay payment of CVCA staff</li></ul> |

***Option 2 – 2 CVCA Staff Members Authorize Payment***

This option would require two CVCA staff members to authorize direct deposit payments – likely the Administrative Assistant would complete the Sage file and the General Manager would log into TD Web Business Banking to authorize or deny the requested payment. The process would remain the same as Option 1, just with CVCA staff members only – no Board approval for direct deposit payments would be required.

| <b>Pros</b>  | <b>Cons</b>  |
|--|--|
| <ul style="list-style-type: none"><li>• Board Members would not have to be available for any particular day for signing cheques – frees up their time</li><li>• CVCA staff would not risk receiving pay cheques late</li><li>• Staff can plan pay cheque processing based on their schedules – giving staff more flexibility</li></ul> | <ul style="list-style-type: none"><li>• Board Members would not have the opportunity to review payments prior to approval</li><li>• Changes the current signing structure used to process cheques, therefore exposing the system to a slightly elevated risk level</li></ul> |

***Option 3 – Single CVCA Employee Authorization***

This option would require one CVCA employee to complete, upload and authorize payments through TD Web Business Website using the same process.

| <b>Pros</b>   | <b>Cons</b>   |
|---|---|
| <ul style="list-style-type: none"><li>• CVCA staff would not risk not being paid on time</li><li>• Board Members would not have to be available for authorize payments – frees up their time</li><li>• Individual staff flexibility</li></ul> | <ul style="list-style-type: none"><li>• Risk of fraud increases</li><li>• CVCA Auditor may advise against this option due to fraud risk</li><li>• Board Members would not have the opportunity to review payments prior to approval</li><li>• All responsibilities lie with one individual</li><li>• Risk long term absences interrupting issuance of pays</li><li>• See additional Cons as per above</li></ul> |

***Option 4 – Status Quo – Cheques***

This option would require one CVCA staff member and one CVCA Board Member with signing authority to be available to sign cheques on a bi-weekly basis as per usual.

| <b>Pros</b>  | <b>Cons</b>  |
|--|--|
| <ul style="list-style-type: none"><li>• Risk of fraud does not increase</li><li>• Risk of late pay cheques decreases</li><li>• Auditor approved process</li><li>• Payment process has been effective, staff have been more satisfied with the current system</li></ul> | <ul style="list-style-type: none"><li>• Board Member must be available &amp; willing to meet CVCA staff to sign cheques</li><li>• Direct deposit system does not save staff time compared to processing cheques in house</li></ul> |

***Approximate Costs for Direct Deposit***

|                                 |  |
|---------------------------------|--|
| Sage 50 software Update         | \$302.00/yr                                    |
| TD Set up fee                   | \$250.00 (onetime fee)                         |
| TD monthly Service Fee          | \$25.00 minimum (depends on # of transactions) |
| Authorization App – 2 user min. | \$85.00 (plus tax)                             |

***Recommendation***

- 1. Current CVCA staff would prefer either Option 2 or Option 4 (status quo).***
- 2. If Option 2 is chosen, it would be advisable to delay implementation until the General Manager’s position is filled.***

***Board Decision***

***TP***