

3.1.1

Policy Title: 3.1.1 Bank Accounts

Section: 3.0 Operations

Last Approved: January 2020

BACKGROUND

The purpose of this policy is to ensure effective management and control of bank accounts.

APPLICATION

The application of this policy is to provide direction to current employees and Executive members regarding the opening, closing and operation of Association bank accounts.

POLICY STATEMENT

1. The Executive shall have final approval over the selection of the financial institution for the Association's banking and investment needs. The Executive will evaluate and assess the market for financial institution(s) through a Request for Proposal or similar process, at a minimum, every 5 years.
2. Bank accounts may only be opened or closed with the approval of the Executive.
3. It is in the best interest of the Association from both a control and a money management perspective to maintain a minimum number of bank accounts.
4. Amounts held in the operating account should be sufficient to cover the Association's operations. Any excess amounts should be transferred to interest-bearing accounts or investments as soon as reasonably possible.
5. Bank accounts require dual authorization for withdrawals, not including transfers within existing Association bank accounts.
6. Authorized signers, specifically the Director of Corporate Services, may transfer funds between existing accounts, as required for cash management. Transfers to investment accounts require approval by the Audit and Investment Committee.
7. Management is responsible for implementing suitable controls to minimize loss or inappropriate use.
8. All transactions must be appropriately accounted for.
9. All bank accounts shall be reconciled on a monthly basis.
10. Funds and interest earned related to a specified fund shall not be used for other purposes. In the case of a single operating account, for administrative or financial efficiencies, amounts shall be accounted and reconciled on a monthly basis.

REFERENCES

Audit and Investment Committee Terms of Reference
Financial and Operational Policy 1.3 – Financial Signing Authority