

# Policy

**POLICY TITLE: BANK ACCOUNT POLICY**

**POLICY NO.: ADM-12-12**

**RESOLUTION: 210-12**

**EFFECTIVE DATE: 2012-08-22**

**DEPARTMENT RESPONSIBLE: Administration**

**NEXT REVIEW DATE**

1. Creation of any bank account requires approval by the Municipal District Council.
2. Designated expenditure officer signing authority shall be in accordance with the Departmental policies.
3. Persons delegated cheque signing authority must ensure that:
  - a) There is proper authority for the expenditure;
  - b) The expenditure is in accordance with all relevant acts and regulations;
  - c) The expenditure is in accordance with the terms of the written contract or if it does not exist, that the expenditure is fair and just;
  - d) The invoice is accurate; and
  - e) The goods or services have been received.
4. If an overdraft situation occurs, Council must be informed of the dollar amount of the overdraft and the date it is anticipated to be covered.
5. All expenditures must be properly summarized and presented to the Council for information and discussion, at each Council meeting.
6. All cheques must be signed by two individuals, one of whom shall be the Municipal District Chief Administrative Officer, or the Director of Rural Services or Director of Finance if the CAO is absent, and the second whom shall be the Council Reeve or the Deputy Reeve in his/her absence. Blank cheques must not be pre-signed.

\_\_\_\_\_"Original Signed"\_\_\_\_\_  
Chief Administrative Officer

\_\_\_\_\_ August 22, 2012 \_\_\_\_\_  
Date

\_\_\_\_\_"Original Signed"\_\_\_\_\_  
Reeve

**SPECIAL NOTES/CROSS-REFERENCE: Supersedes B13**

**AMENDMENT DATE:** Click or tap to enter a date.