



Commission scolaire English-Montréal

English Montreal School Board

POLICY:	SCHOOL BANKING ARRANGEMENTS	CODE: FS-1
Origin:	Financial Services	
Authority:	Res. #11-04-27-11.8	
Reference(s):		

RATIONALE

To facilitate daily banking operations for the English Montreal School Board's administrative units.

POLICY STATEMENT

The English Montreal School Board shall ensure that each administrative unit has one (1) active bank account for its operations.

FIELD OF APPLICATION

Administrative units in the Youth Sector (schools), daycare operations, and Adult Education and Vocational Services Sector (centres).

PRINCIPLES

All bank accounts are opened at the financial institution determined by the Board. An administrative unit must not have any other bank accounts open (active).

Each administrative unit chooses a branch of the financial institution determined by the Board to facilitate its daily operations, usually the branch closest to the school.

The financial institution issues a monthly bank statement to each administrative unit. The Principal must ensure that the transactions appearing on the statement are accurate and true representations of the operations he or she has authorized.

Two signatures are required for all cheques issued by an administrative unit. The form 'Authorized Signatures' (Appendix I) must be completed as soon as possible when there is a change of signatory and sent to the Director of Financial Services.

**ENGLISH MONTREAL SCHOOL BOARD - SRF 670589928
 COMMISSION SCOLAIRE ENGLISH MONTREAL
 ÉCOLE/SCHOOL:**

Compte Intitulé/Name of Account

Numéro(s) de Compte/Account Number(s):

Transit de Succursale/Branch Transit: 00001

Transit de responsabilité/Responsibility Transit: 04828

Instructions relatives à la signature des chèques
 Instructions re: Signing of cheques

- Tout titulaire seul peut signer / Any one to sign
- Tous les titulaires doivent signer / All to sign
- Tel que ci-après désigné / As designated below

Nom(s) et Titre(s)/Name & Title	Signature

**ENGLISH MONTREAL SCHOOL BOARD
 COMMISSION SCOLAIRE ENGLISH MONTREAL**

 (signature of Director of Financial Services)
 (signature du directeur des Services financiers)

 (signature of Assistant Director of Financial Services)
 (signature du Directeur adjoint des Services financiers)

Date: _____