

515 Banking

Belief

MESC must maintain records of all banking transactions in order to:

- Establish accountability for the receipt and processing of all MESC revenue sources
- Ensure future cash balances are sufficient to meet MESC obligations through effective and appropriate monitoring of cash balances
- Ensure that all bank accounts and related transactions are properly authorized, controlled, recorded and reported.

Procedures

1. The Executive Director of Finance shall be the main contact for all day-to-day interactions with the bank and receive all account statements, returned cheques, correspondence and inquires.
2. Opening a Bank Account
 - a) The Board may authorize the use of any Branch of a Chartered Bank or Trust Company for MESC banking. Only the Board has the authority to open and close bank accounts with financial institutions upon recommendation by the Superintendent or Director of Finance.
 - b) Board resolution needs to include the specific purpose or objectives of the account, as well as any signatories if different.
 - c) All bank signing authority must be approved by the Board and all cheques must include 2 signatories and ONE must be a Primary signor.
 - d) Once authorized, the bank accounts must be operated solely for the identified purposes and only by properly authorized person(s).
 - e) The Executive Director of Finance shall be the main contact for all day-to-day interactions with the bank and receive all account statements, returned cheques, correspondence and inquires. The Executive Director of Finance shall keep the Superintendent and Board updated as needed.
3. Deposits and Expenditures
 - a) Funds received by MESC must be recorded and deposited in accordance with the "Revenue and Accounts Receivable Procedures".
 - b) Expenditures incurred by the district must be recorded and paid in accordance with the:
 - Payroll procedures;
 - Purchasing procedures;
 - Expense reimbursement procedures;

- Petty cash procedures.

4. Bank Reconciliations

- a) The Accountant shall perform a bank reconciliation within 10 business days of the month end which compares the internal record of transactions and balances to the bank's record of transactions and balances. The Accountant will follow up promptly on any unusual items, exceptions or errors.
- b) The Executive Director of Finance will review and approve the bank reconciliation for accuracy and completeness within 15 business days of the month end.

5. Selecting/Changing a Bank.

- a) From time-to-time, MESC may engage in a process to select a preferred banking institution based on various criteria. Once this process is completed, the Board can direct the Superintendent and Director of Finance to utilize the preferred banking institution by passing a formal resolution.

References

MESC Board of Governors Policy; EL-4