



## **SD 42 POLICY: 4101**

### **GENERAL BANKING**

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#### **PHILOSOPHY**

The Board of Education ("Board") recognizes that consideration must be given to utilizing banking services in a financially responsible and administratively efficient manner to safeguard the Board's monetary assets. Funds raised and held by Parent Advisory Councils are not assets of the Board and, therefore, are not covered by this policy.

#### **AUTHORITY**

The Board assigns the responsibility for the implementation of the General Banking policy to the Secretary Treasurer.

The Secretary Treasurer or designate:

- Selects and appoints one or more financial institutions to provide general banking services for all bank accounts of the school district, including school-based accounts.
- Establishes the terms, conditions, operating arrangements and procedures for all district and school bank accounts.
- Maintains an inventory of all bank accounts of the school district.
- Has the authority to delegate the responsibility for the operation of bank accounts to district and school administrators.

#### **GUIDING PRINCIPLES**

1. Banking relationships shall be established with reputable financial institutions that offer competitive services and ensure the safety and security of funds.
2. The selection of financial institutions shall be based on factors such as the institution's reputation, financial stability, service quality, fees, and proximity to the district's location of administration.
3. Financial transactions shall be conducted in accordance with applicable laws, regulations, and board policies.
4. Authorization procedures shall be established to ensure that only authorized individuals are permitted to initiate, approve, or execute financial transactions on behalf of the Board.
5. All expenditures shall be supported by appropriate documentation, such as invoices, receipts, or purchase orders, and shall be reviewed and approved in accordance with established procedures.
6. The school shall maintain accurate and up-to-date financial records, including detailed ledgers, journals, and bank reconciliations, to facilitate financial reporting and auditing.
7. Investment of school district funds shall comply with Policy 4105 – Investments.

**APPROVED: January 24, 2018**

**UPDATED: June 19, 2024**