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## Banking Procedures

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Executive Sponsor:	Chief Financial Officer & Vice President Finance and Corporate Services
Department Responsible:	Financial Services
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### Objectives

These procedures provide rules and assign responsibilities relating to

- banking service providers,
- bank accounts,
- bank signing officers, and
- facsimile signatures and electronic payment approval.

### Who This Procedure Applies To

This procedure applies to

- the Chair of the Board,
- the Audit and Finance Committee,
- the Chair of Audit and Finance Committee,
- the President,
- the Chief Financial Officer and Vice President, Finance and Corporate Services, and
- employees who are designated as bank signing officers.

### Definitions

The following definitions apply to this procedure.

“**CFO**” means: the Chief Financial Officer and Vice President, Finance and Corporate Services.

### Procedures

#### 1 Banking Service Providers

- 1.1 Banking service providers must be recognized banking institutions listed in Schedule I or Schedule II of the *Bank Act*, or credit unions incorporated pursuant to the *Credit Union Incorporation Act*.
- 1.2 Banking service providers must be selected using a competitive tender process that is based on the optimization of service and costs. The CFO is responsible for managing the tender process.
- 1.3 Banking service tenders must be evaluated by a committee comprised of three employees. The CFO is the committee’s chair and is responsible for selecting its other two members. The results of the evaluation must be provided to the Audit and Finance Committee.

- 1.4 The Audit and Finance Committee is responsible for deciding whether to appoint a banking institution as a banking service provider for BCIT.
- 1.5 The CFO is responsible for negotiating, executing and managing all banking service agreements, subject to the direction of the Audit and Finance Committee.
- 1.6 The CFO must conduct a review of the banking services BCIT has received from each banking service provider at least once every five years. The results of the review must be provided to the Audit and Finance Committee. The Audit and Finance Committee may direct the CFO to renegotiate existing agreements with banking service providers.

## **2 Bank Accounts**

- 2.1 The number of bank accounts should be kept to a minimum consistent with the need for effective and efficient operation and risk and control.
- 2.2 The opening or closing of bank accounts with an appointed banking service provider must be approved by the President and one other bank signing officer.

## **3 Bank Signing Officers**

- 3.1 The following officials are deemed to be bank signing officers for every banking service provider:
  - a. the Chair of the Board;
  - b. the Chair of Audit and Finance Committee;
  - c. the President; and
  - d. the CFO.
- 3.2 Two bank signing officers for a banking service provider may, acting jointly, designate an employee in the Department of Financial Services as a bank signing officer for that banking service provider.
- 3.3 The CFO is responsible for maintaining the lists of current bank signing officers with each banking service provider, including removing bank signing officers when appropriate. Bank signing officers that are going on leave or being terminated are to be removed on a timely basis.
- 3.4 The following items may only be approved by two bank signing officers acting jointly:
  - a. cheques, withdrawals, promissory notes, bills of exchange or other banking instruments; and
  - b. agreements, documents and instructions with or in favour of the bank, except for banking service agreements as described in section 1 - Banking Service Providers.

## **4 Facsimile Signatures and Electronic Payment Approval**

- 4.1 Facsimile signatures may be used on cheques or other negotiable instruments.

- 4.2 Payments may be made by electronic funds transfer or similar processes provided internal controls are sufficient to ensure the accuracy and validity of payments, as determined by the CFO or their designate.

**Forms Associated With This Procedure**

None.

**Amendment History**

	<u>Approval Date</u>	<u>Status</u>
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**Scheduled Review Date**

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