



**Rationale**

The Constitution of CISVA lists all schools that are held and operated by the Society. In order to ensure good fiscal practice, all CISVA schools should follow a standard for bank accounts and signing authorities.

**Policy**

All present and future schools held and operated by CISVA shall be required to adhere to the following bank account policies:

1. There must be only one bank account for each school.
  - a. The bank account shall be titled: The Catholic Independent Schools of Vancouver Archdiocese – *[insert name of school]*
2. Every school bank account shall be authorized by the signature of the President of CISVA.
  - a. The signatories of this bank account shall be authorized in writing by the President of CISVA. These shall be:
    - i. Pastor or Archbishop’s Representative
    - ii. Parish/ Regional Education Committee Chairperson
    - iii. Parish/ Regional Education Committee Treasurer
  - b. Each cheque must have two signatures. One signature must be that of the Pastor/ Archbishop’s representative and the other must be that of either the Treasurer or Education Committee Chairperson
3. If a school feels the need for more than one bank account, it must apply in writing to the Board of Directors stating reasons. If permission is granted all policies regarding bank accounts must be followed.

**Change of Signatories**

4. Should a Signatory for the school bank account change the “Change of Bank Signatory Information” form (attached as Annex A of this policy) is to be completed and returned to the Superintendent’s Office. It is the Society Delegate’s responsibility to ensure that this form is completed and returned to the Superintendent’s Office. Bank of Montreal requires an original signature specimen for each new signatory; therefore, the original form must be submitted. The Superintendent’s Office will then work with the Bank to update the signatories for the relevant account.

Reference	Approved Board of Directors
Cross-reference	Date Approved Pre-1996
	Date(s) Revised 1 May 2007 6 September 2016