



Administrative Procedure 3005

Banking Procedures

Board Governance Policy Cross Reference: [1](#), [15](#)

Administrative Procedures Cross Reference:

Form Cross Reference:

Legal/Regulatory Reference:

Date Adopted: June 2005

Amended: December 2017

All cheques, electronic file transfers (EFTs), drafts or orders for the payment of money on all accounts carried at the main Brandon branch of the bankers duly appointed by the Brandon School Division shall be signed either personally or by facsimile by either the Chairperson or Vice-Chairperson and either the Secretary-Treasurer or the Assistant Secretary-Treasurer.

The bankers duly appointed by the Division shall be and are hereby authorized and directed to pay all instruments purporting to be cheques, EFTs, drafts or orders for payment of money issued by the Division and purporting to bear facsimile signatures or signed personally by any of the officers who from time to time are authorized to sign such instruments for and on behalf of the Division.

The Secretary-Treasurer or the Assistant Secretary-Treasurer have access to any safety deposit boxes placed at the disposal of the Division by the bankers appointed by the Division. The Secretary-Treasurer and the Assistant Secretary-Treasurer shall be appointed attorneys to enable either to endorse and deposit all negotiable instruments.

The Secretary-Treasurer, the Assistant Secretary-Treasurer or designate shall be authorized to receive from the banks all vouchers such as cancelled cheques, promissory notes, debentures, debenture interest coupons, etc., and to give receipt thereof.

All such instruments bearing facsimile signatures may be dealt with by the bank to all intents and purpose and shall bind the Division as fully and effectually as if signed in the handwriting of and duly issued by such officers for and on behalf of the Division.

The Division shall provide the bank with a certified copy of this resolution and specimens of such facsimile signatures which may be acted upon by each branch of the bank with which any dealings are had by the Division until notice to the contrary or of any change therein has been given in writing to the manager or acting manager of such branch.

Banking will be tendered if Secretary-Treasurer determines there is an advantage for the Division to do so.