

administrative regulation

Administrative
Regulation No.
2044

Classification:
Finance and Budget

Effective Date:
April 6, 2018

Banking

1 | Purpose

The purpose of this Administrative Regulation is:

- to provide guidance and clarity regarding securing banking arrangements within the CBE.

2 | Scope

This Administrative Regulation applies to:

- All CBE employees who are involved in banking practices.

3 | Compliance

All employees involved with the investment of cash resources are responsible for knowing, understanding and complying with this Administrative Regulation.

4 | Principles

The following principles apply:

- CBE is authorized under the *School Act* to make appropriate banking arrangements necessary for the carrying out of its duties and powers.
- CBE must safeguard its assets by banking with only authorized and approved financial institutions and by applying appropriate processes to its banking arrangements.

5 | Definitions.

Bank: means Schedule I domestic chartered banks allowed to accept deposits as regulated under the *Bank Act* and the provincially owned financial institution regulated under the *Alberta Treasury Branches Act*.

Banking services means: services offered by approved banks that include, deposits and payments, arrangements concerning P-Cards, lines of credit and capital facilities for construction or retrofit projects

CBE: means The Calgary Board of Education.

CBE Banking resolution: means the system document approved by CBE Chief Superintendent and Corporate Treasurer that identifies the agreement between the banking institution and CBE.

Corporate banker: means the bank selected by the Treasurer to serve as the CBE's main bank.

Staff social funds: means funds created from employee personal contributions in support of staff activities such as celebrations, parties etc.

Treasurer: means the person designated as treasurer under section 116 of the *School Act* that the Chief Superintendent has selected to assume that responsibility which also includes those in an acting capacity.

6 | Regulation Statement

Authority to conduct banking arrangements

- 1) The Chief Superintendent authorizes the Treasurer to transact with the CBE's corporate bankers and other banks to provide banking services to the CBE, including its schools.

Corporate banking arrangements

- 2) Borrowing arrangements concerning Purchase Cards, lines of credit and capital facilities for construction or retrofit projects referred to in Section 6(1) shall be limited in aggregate on a fiscal year basis to Accounts Receivable of CBE during the previous fiscal year as reflected in the annual audited financial statements for the previous fiscal year.
- 3) The Treasurer will determine which bank(s) will be designated to carry out banking arrangements with the CBE based on established criteria and request for proposal processes.
- 4) The Treasurer shall approve all arrangements to open new CBE corporate bank accounts or change the use of existing accounts.
- 5) The Treasurer, and/or designate shall establish the specific terms and conditions for the conduct of financial transactions and banking arrangements on behalf of CBE with the selected bank.

Banking Resolution

- 6) The Treasurer will maintain a current Banking Resolution, approved by the Chief Superintendent, which provides for contingent access to school and department bank accounts.
- 7) The Banking Resolution will provide for access to all CBE bank accounts, including school accounts to the:
 - a) Chief Superintendent;
 - b) Treasurer;
 - c) General Counsel; and
 - d) Director, Corporate Finance.
- 8) The Treasurer will ensure that the current Banking Resolution is communicated to each bank that the CBE deals with, including

those that schools deal with.

Banking arrangements

- 9) Schools may only bank with financial institutions on the approved list.
- 10) CBE schools and departments shall obtain authorization from the Treasurer, or designate, prior to opening new bank accounts or investments.
- 11) Subject to approval by the Treasurer, each school may determine the number of bank accounts it wishes to operate and the features necessary for its operational purposes.
- 12) Schools must operate all accounts at one branch of the same financial institution.
- 13) Schools are not authorized to use online banking to conduct transactions.
- 14) Each school may make investment transactions with the school's selected financial institution in accordance with Administrative Regulation 2034 – Investment of Cash Resources.
- 15) Staff social funds must not
 - a) be included with school funds or school bank accounts; and
 - b) be managed through school based CBE accounting software.

School & department bank account names

- 16) All school and department bank account names must include:
 - a) the name of the school or department;
 - b) CBE or The Calgary Board of Education; and
 - c) if the school or department operates more than one bank account, the name of the account.

School bank accounts

- 17) When opening a new bank account, the principal must:
 - a) be one of the signing authorities on all bank accounts at the school;
 - b) ensure that every account transaction requires two signatures;
 - c) ensure that the account has
 - i. where there is no Assistant Principal, a minimum of two school-based signing authorities; or

- ii. where there is one or more Assistant Principals, a minimum of three and a maximum of four school - based signing authorities.
- d) obtain a copy of the CBE Banking Resolution from Corporate Finance; and
- e) provide the bank with a copy of the CBE Banking Resolution.

7 | History

Approval	June 18, 2001
Revision/Review Dates	February 15 2003 April 2018

8 | Related Information

- AR 7004 – School Generated Funds
- AR 2034 – Investment of Cash Resources
- Alberta School Act
- OE- 5: Financial Planning
- School Information Handbook