

# BUSINESS PROCEDURES



Island Catholic Schools

713

---

## Rationale

The Bishop of Victoria is the final authority with regards to all banking transactions within the diocese.

There is a need for financial procedures which provide for standardization, consistency and a system of accountability.

With respect to consolidated banking, there are a number of benefits which may be derived from group participation. These benefits are listed in the regulation.

## Policy

All school accounts shall be maintained within the Consolidated Banking Account of the Diocese of Victoria.

## Regulation

1. Each school shall have a separate bank account for each of the following:
  - general operating
  - parent group
  - Gaming funds
  
2. Society General Operating Accounts
  - held within the consolidated banking of the Diocese
  - low costs for the transfer of funds
  - no charges to separate accounts, just one monthly fee for the total service
  - users may use the inter-bank courier system
  - securities are in safe-keeping at no extra cost
  - interest costs during the previous month will show as a charge from the bank on the monthly statement
  - interest charged and earned is calculated as of the last day of the month
  - international banking is done at a preferred rate
  - Consolidated Banking keeps all of the money earning at all times, at good rates
  - Signing officers are two of the following: Bishop, Chancellor, Superintendent of Schools and the Finance Officer of the Diocese.
  - For individual amounts under \$1000 the Principal or Vice Principal or secretary of each school has signing authority on their own schools operating account



3. Contingency Fund
  - Contingency funds are held within the operating account of the individual school.
  
4. Parent Group Accounts
  - Parent group funds are held separate from the school finances and are monitored by the parent group executive.
  - The parent group account can be held in any banking institution the executive chooses.
  - All cheques written must have two signatures. Two of either the parent group president, vice president, treasurer or principal.
  - Administration and/or the School Council will do an annual review of the parent group financial structure to ensure that the funds are handled in accordance with CISDV Policy for parent groups.
  
5. Gaming Accounts
  - The BC Gaming Commission requires that all Gaming funds are held in a restricted account used solely for the purpose disclosed on the application form submitted to the Gaming Commission.
  - All funds disbursed from this account must be in compliance with the restrictions on the Gaming license.
  - If the license is held by the School Council or the School the account will be included in the consolidated banking of the Diocese (i.e.: held in a branch of the same institution).
  - If the Parent Group holds the license the bank account can be held in any banking institution the executive chooses.
  
6. Trust Funds
  - All restricted funds received by the schools that are required to be held in trust and are held in the Diocese consolidated trust account.
  - Interest is paid on this account under the terms of the original principal deposit.
  - The Diocese invests the funds in order to yield the most favourable interest rate.
  - The Superintendent of Schools is the person authorized to transfer request interest payments to the schools operating accounts.

Investment of trust funds is managed through the Diocese Finance and Administration Council with involvement from the Superintendent and the Board of Directors of the Schools.



Island Catholic Schools

## BUSINESS PROCEDURES

---

**BANKING**

---

**713**

---

Reference:	Approved
	Date Approved: June 1995
Cross-reference:	Date(s) Revised: