

Policy History
<b>Policy No.</b> FM6
<b>Approving Jurisdiction:</b> President
<b>Administrative Responsibility:</b> Chief Financial Officer
<b>Effective Date:</b> December 10, 2019

# Banking Procedure

## A. DEFINITIONS

1. **Board Resolutions:** A formal document that identifies the results of any vote or decision made by the Board of Governors.
2. **Signing Officer:** A representative of the University vested with powers to commit the University to a binding agreement.
3. **University's Banks:** The financial institutions that the University uses for banking purposes.

## B. PROCEDURES

### 1. General

- a. Bank accounts necessary to transact business in the name of the University may be held at any Schedule I or Schedule II bank regulated by the Office of the Superintendent of Financial Institutions, and at any credit union or trust company regulated by the British Columbia Financial Institutions Commission (the 'Banks').
- b. Bank accounts may only be opened under the authority of the Vice President, Finance and Administration and the Executive Director, Financial Services.

### 2. Procurement of Banking Services

- a. The University will use a competitive bid process to appoint the University's Bank(s).
  - i. The Finance Committee will call for the competitive bid for banking services.
  - ii. The Finance Committee will identify the selection criteria which will include, but is not limited to:
    - 1) return on cash balance
    - 2) service locations in the region
    - 3) services provided
    - 4) charge-for services
- b. The appointment of a Bank will be for a specified term, with an option for renewal.
- c. The University's Procurement department will manage the competitive bid process, following prescribed practices.

- d. The Finance Committee may appoint an Evaluation Committee to review proposals, carry out an evaluation including interviewing prospective Banks, and make a recommendation to the Finance Committee.
- e. The Finance Committee will make its recommendation to the Board of Governors.

**3. Borrowing**

- a. No employee may authorize borrowing other than the President and the Vice President, Finance and Administration, in accordance with Board Resolutions, the Financial Administration Act of BC, and the University Act of BC, as directed by Board Resolution.

**4. Signing Officers**

- a. The signing officers of the University’s bank accounts are the positions of:

<b>Category A</b>	<b>Category B</b>
President & Vice Chancellor	Executive Director, Financial Services
Provost & Vice President, Academic	Director, Financial Operations
Vice President, Finance and Administration	Director, Financial Reporting, Planning and Assurance
	Manager, Financial Operations
	Manager, Financial Reporting

One signature from Category A and one signature from Category B are required for the purposes set out below.

- b. The officers listed as signing officers in section 5 above are authorized on behalf of the University to execute and deliver:
  - i. The Bank’s standard documentation for the opening and operation of accounts for each account opened;
  - ii. Such further instruments and agreements as may reasonably be required to carry out the agreements and in doing so, to bind the University and create the security set out in such agreements; and
  - iii. All cheques issued on the University’s bank accounts
- c. Such persons are also authorized to conduct all aspects of the University’s banking relationship with the Bank and, notwithstanding the generality of the foregoing:
  - i. To give the Bank instructions and perform transactions on behalf of the University in connection with the ongoing operation of the accounts, credit facilities and other financial services contemplated by this policy; and
  - ii. To authorize any person or persons to do any one or more of the following:
    - 1) To receive from any Bank any:
      - a) Cash or securities;
      - b) Bills of exchange (including cheques), promissory notes, orders for payment of money, securities, coupons, clearing items or other value items, and other Instruments (each of which individually called and ‘Instrument’); or
      - c) Other property, or to give instructions to the Bank for the delivery or other transfer of any cash, securities, Instruments or other property to any party named in those instructions;
    - 2) To deposit with, negotiate or transfer to the Bank, for the credit of the University, cash or any security, Instrument or other property, endorsed (by rubber stamp or otherwise) with the University’s name;

- 3) To settle the University's accounts with the Bank to receive from the Bank, and provide receipt of, statements, secure tokens, passbooks, debit vouchers and any other items (including paid and unpaid cheques). The Bank is entitled to rely on such documents, Instruments, instructions and transactions as duly and validly authorized and binding on the University. The Bank does not need to make any further inquiry into the authority of the authorized representatives to bind the University.
- d. The University shall provide to the Banks a list of the names and positions of all persons authorized by this Authorization to carry out any act, together with specimens of their signatures, and shall notify the Banks from in writing of any change of such persons and positions. Such list when received by the Banks shall be binding on the University until written notice to the contrary shall have been given to the Banks, and receipt of such notification is acknowledged by the Banks.
  - e. This Authorization shall be communicated to the Banks and shall continue in force between the University and the Banks until written notice to the contrary has been given to the Banks and receipt of such notification is acknowledged by the Banks.

## **C. RELATED POLICY**

FM6 Banking Policy