



## Rationale

The efficient operation of the local school council's business is supported by the designation of signing authorities for banking purposes.

## Policy

The CISPG Board of Directors has delegated the authority to sign cheques on behalf of the local school council to the pastor, the school principal and other school council members who have been authorized by resolution of the council. Authority to sign cheques is governed by Diocesan policy.

## Procedures

1. The signatures of two (2) of the following are required to sign on all bank-related documents or School Council cheques.
  - 1.1 local Pastor
  - 1.2 local School Council chairperson
  - 1.3 local School Council vice-chairperson
  - 1.4 local School Council treasurer
  - 1.5 local school Principal
2. This excludes the signing of any loan documents or those documents that are the responsibility of the Bishop of the Diocese of Prince George.
3. The names of signatories must be submitted to the Diocesan Finance Office once they are designated along with the minutes of the meeting determining the signatories, no later than October 30<sup>th</sup> and anytime a new signatory is added.
4. All signing authority is governed by Diocesan Policy.

<b>References:</b>	<b>Date:</b> August 2023
	<b>Revisions:</b>