



Depository of Funds Administrative Procedure 5.50

5.0 Business Administration

Board Governance Policy Cross Reference: 1, 2, 3, 12, 13, 16

Legal Reference:

Date Adopted: August 1976

Date Amended: November 2006

The Secretary-Treasurer shall ensure that all monies received by the Division have been promptly receipted, recorded and deposited at the authorized bank or credit union of the Division and in the proper bank accounts of the Division.

The Secretary-Treasurer shall pick up the monthly canceled cheques and bank statements directly from the bank or credit union and ensure that reconciliation's are made to the Division's general ledger accounts.