

POLICY NO:	FI 001
POLICY TITLE:	BANKING POLICY
DEPARTMENT:	FINANCE
APPROVAL DATE:	44-11-95
REVISION DATE:	32-02-00; 40-01-02; 28-11-02 (November 2002)
REVIEW DATE:	84-09-15 (September 2015)

Policy Statement:

The County of Vermilion River No. 24 shall obtain the services of financial institutions to safeguard public funds and to facilitate financial transactions.

Purpose:

1. To provide direction in the account to be used for the County transactions.
2. To provide a timeline to be used in reassessing the services and rates under the banking agreements.

Banking Guidelines:

1. The current account, provided for in the banking agreement, will be used to process transactions for both municipal and gas operations.
2. Other accounts with financial institutions may be opened to facilitate investment and payroll transactions and receipt of tax or utility account payments.
3. Minimum balances will be maintained in the bank accounts, outside the banking agreement.
4. A separate account shall be maintained to facilitate tax recovery surplus fund transactions as per M.G.A. Section 427(1) (a)

Tendering Guidelines:

1. The tendering of investments shall be kept separate from the banking tender.
2. The County will tender at the end of a four (4) year term since it is prudent to undertake a periodic examination of bank services available and interest rates that can be obtained. A provision for a one-year extension to the four-year term maybe used to extend the tendering process to 5 years.

Procedure:

1. Six months before the end of a four (4) year term a Request for Banking Proposal tender

must be prepared outlining the County's current and future banking requirements.

2. A tender shall be sent to one branch of each of the following institutions:

Toronto-Dominion Trust

Bank of Nova Scotia

Royal Bank

Canadian Imperial Bank of Commerce

Credit Unions

Alberta Treasury Branch

Bank of Montreal