

GGHA POLICIES AND PROCEDURES		
	Policy #: HB.03.02	Policy Name: GGHA Banking Relationships
	Effective Date: September 17, 2025	Last Reviewed Date: September 17, 2025

1.0 BANKING ARRANGEMENTS

- 1.1. The GGHA Board of directors can determine which financial institution to use during its fiscal year provided that it is a Canadian domestic systemically important bank (D-SIB).
- 1.2. A minimum of three bank signing authorities must be maintained comprised of the President, Vice-President, Treasurer, or any other member of the association, as agreed upon by the board.
- 1.3. The association may open and maintain as many accounts as they deem warranted.

2.0 AUTHORIZATIONS

- 2.1. Any two signatures of those identified in 1.2 above are required to transact on behalf of the association.
- 2.2. For e-transfers, the association will ensure a business interface is setup with their financial institution that allows for a dual approval before payment is released.
- 2.3. Transfers of funds between accounts does not require two approvers.
- 2.4. Where one of the bank signing authorities submits an expense for reimbursement per HB.03.03, they must include a third board member for approval. This approval may be obtained through e-mail and attached as part of the support attached to the transaction in the financial system.

3.0 RECONCILIATIONS

- 3.1. The association must maintain a monthly reconciliation of all accounts.