



Diocese of Prince George

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Policy on Bank Signing Authorities

Diocesan policy on bank signing authorities is as follows:

- The Bishop, the Vicar-General, Chancellor, Chancellor and Vice-chancellor are signing authorities on **all** bank accounts
- The Pastor or Pastoral Life Director or Principal is one of the signing authorities
 - In addition, designated members of the Finance Council should be named as an authorized signatory
- The Parish Finance Council or School Council must pass a motion to approve the signing authorities and submit minutes of the meeting to the Office of the Bishop.
- Any two **must** sign together
- Signing authorities cannot:
 - Borrow money
 - Invest
 - Request credit or bank cards or make changes to parish or school account
- Designated persons may make deposits, receive and review bank statements
- The parish bookkeeper or the secretary cannot be signing authority on the account
- **All changes** are processed by the Office of the Bishop
- Catholic Independent Schools has additional requirements for school accounts (see CIS policy # 212 for details)