



## Manual of Operations

Title: Banking Relationships, Cheque Signing and Execution of Documents	Number: MO-03-02
Source: Finance Committee	
Approved By: WGHA Board	Date Approved: March 2024 Date Last Reviewed:

### BANKING ARRANGEMENTS

Waterloo Girls Hockey Association (WGHA) accounts are with the TD Canada Trust Bank

The association must maintain a minimum of three (3) Bank signing authorities. The bank signing authorities are as follows:

President

Vice President

Treasurer

Or any other member of the association, as agreed upon by the board.

### TRANSACTION AUTHORIZATIONS

Any two signatures from the above list are required to transact on behalf of the association.

Transfers of funds between the accounts by the Treasurer are permitted, utilizing TD Easyweb access only. If transfers are required to be made a TD branch, the transaction must have two signing authorities

No board member is authorized to approve their own expenses to the organization.

### EXECUTION OF DOCUMENTS

Deeds, transfers, licenses, contracts, and engagements on behalf of WGHA will all be signed by the President or Vice-President; and by the Treasurer.

### TEAM BANKING ARRANGEMENTS

All WGHA Rep teams must open a bank account in the name of the team at the beginning of each season. These accounts must have a minimum of two (2) signing



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authorities. The signing authorities must not be a member of the Coaching Staff. At least one (1) parent MUST be a signing authority and a second parent the Treasurer. The parent signing authority and the treasurer and MUST sign each disbursement.

House League and Development Stream teams may choose to open bank accounts. If the teams choose to do so then the rules for Rep Team bank accounts apply.