DEPOSIT OF FUNDS

The Secretary-Treasurer or designate shall ensure that all monies received by the division have been promptly receipted, recorded, and deposited at the authorized banking institution of the division and in the proper accounts of the division.

The Secretary-Treasurer or designate shall pick up monthly cancelled cheques and statements of account directly from the banking institution and ensure that reconciliations are made to the division's general ledger accounts.

Adopted: May 26, 2008