



**CommunityCare**  
NORTHUMBERLAND

<b>SECTION:</b>	Financial	<b>POLICY:</b>	Banking
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### **Policy**

The Board of Directors will authorize the opening and closing of accounts with any bank, credit union or trust company. All bank accounts will be held in the name of Community Care Northumberland.

### **Procedure**

1. The Chief Executive Officer or designate, will maintain custody of all deposit books and cheques.
2. Cheques must be signed by two signing officers as authorized by the Board of Directors on an annual basis.
3. All bookkeeping will be completed as directed by the Administrative/Management agreement with Campbellford Memorial Hospital (CMH).