

Letter of Agreement with Network Banker



This Banker Agreement is effective April 1, 2026

BETWEEN: Bissell Centre

AND: Edmonton and area Fetal Alcohol Network Society,

The Edmonton and area Fetal Alcohol Network Society in order to properly conduct its business contracts the Bissell Centre, whom has the capacity and competency to receive, hold and disburse Network funds as directed by the Network for the period of April 1, 2026 to March 31, 2027.

1. SERVICES TO BE PROVIDED

During the length of the contract the Banker shall:

- Release Network Service Network Program funds according to funding decisions and timelines established by the Network and communicated through the Network Coordinator.
- Receive, hold and disburse other sources of funding the Network may obtain.
- Comply with financial reporting requirements established by the Government of Alberta, Alberta Corporate Registry and the Network.
 - Financial expenditure report April 1 – September 30, 2026 in the form of a Schedule B.
 - Year-end audited Schedule B, provided no later than June 15, 2027.
 - Audited Financial Statement that meets the requirements of the Alberta Corporate Registry, provided no later than June 15, 2027..
- Maintain up-to-date records that are accessible to the Government of Alberta, Network and Network Coordinator.
- Complete the conditions set out in the attached Schedule A.

2. PAYMENTS TO BANKER

The Network agrees to pay the Network Banker the amount of \$90,000.00 for services rendered during the term of this agreement. Any fees for services provided, such as financial audit and financial statement, will be paid by the Bissell Centre from the Network Banker amount provided to the Contracted Agency for the specified services. Payment will be sent upon receipt of the FASD Service Network funds.

3. RECORD KEEPING

The Banker shall keep all financial records in a manner consistent with generally accepted accounting principles. Documentation to support each action shall be filed in a manner allowing it to be readily located.

4. TERM AND TERMINATION


- The term of this Agreement shall commence on the date indicated above and shall terminate upon completion of the year-end audited financial statement (Banker Agreements must be completed on a yearly basis).
- Either party may terminate this Agreement on thirty days written notice to the other party.
- In the event of termination, the Banker will furnish a written report describing the status of all work under this contract, complete a year to date financial report and return all held Network funds within thirty days of contract termination.

A copy of this agreement will be provided for your files.

FOR NETWORK BANKER

Date: January 19, 2026

Agency Name: Bissell Centre

By: Willow Irwin 

Network Banker Representative (print name and provide signature)

FOR THE EDMONTON and area FETAL ALCOHOL NETWORK SOCIETY

Date: **February 1, 2026**

By: 

Position: Network Representative

Schedule A

Pillar #:	Learning Organization (5)
Action Name:	Financial Management: Bissell Centre
Action Item #:	20
Description of Action	
<p>Goal: To ensure strong, transparent, and accountable financial stewardship that supports the effective, equitable, and timely delivery of FASD services across the Network. Reliable financial administration is essential to maintaining a coordinated, high-quality system of care that meets community needs, supports organizational learning, and aligns with the governance expectations of the Government of Alberta’s FASD Program.</p> <p>Key Activities:</p> <ul style="list-style-type: none"> • Manage, track, and report all EFAN funds in accordance with provincial requirements and generally accepted accounting principles. • Maintain a dedicated bank account for FASD Network Program funds and ensure clear separation of financial records. • Release funds according to decisions approved by EFAN and formalized through written agreements with service providers. • Provide monthly financial statements to support Network planning, monitoring, and decision-making. • Prepare and submit all required financial reports, including Schedule B (six-month expenditures) and annual audited financial statements, including audited Schedule B. • Ensure accessibility of accurate and up-to-date financial records for EFAN, the FASD CMC, and provincial partners. • Sign and uphold the Banker Agreement and Banker Accountability Statement. • Engage external auditors annually to ensure full accountability, transparency, and compliance. <p>Implementation Plan:</p> <ul style="list-style-type: none"> • The Bissell Centre will continue to serve as the Network Banker, providing financial management, monitoring, and reporting services. • Financial workflows will follow a consistent cycle—receipt of funds → allocation according to SLAs → financial tracking → monthly and quarterly reporting → annual audit. • Financial records will be securely stored, consistently updated, and made available to EFAN leadership and government partners to uphold transparency and support informed decision-making. • Annual audits and compliance reviews will guide ongoing quality improvement. <p>Alignment with the Government of Alberta FASD Strategic Plan (2024–2027): This action reinforces the provincial plan’s emphasis on strong system infrastructure, consistency, and accountability. By ensuring transparent management of funds and reliable reporting, the Banker role supports Pillar 1: System Development & Quality Improvement, contributing to predictable processes, evidence-informed decision-making, and shared accountability across the Network. The work aligns with the plan’s Guiding Principles—particularly stewardship, collaboration, transparency, and organizational learning—by maintaining clear financial pathways that enable stable service delivery, support long-term planning, and strengthen trust with community partners. Consistent financial oversight also helps ensure the sustainability of services across the lifespan, supporting the Strategic Plan’s broader goal of a coordinated, high-quality provincial FASD system.</p>	
Proposed Qualitative Outcomes	

Anticipated Changes

- Strengthened financial transparency and accountability across the Network.
- Increased confidence among stakeholders in the stability and reliability of EFAN-funded services.
- More efficient financial processes that support timely program delivery and system responsiveness.

Outcome Reporting

- Annual audited financial statements.
- Monthly and quarterly financial reports.
- Verification of adherence to provincial financial management requirements..

Proposed Quantitative Outcomes

Quantitative Indicator	Target	Anticipated FTE
Financial reports and audits completed in accordance with provincial requirements	100%	N/A

How Associated Quantitative Data will be Captured

Financial data will be captured and verified through financial statements, audit results, Schedule B reporting, and documentation submitted to EFAN and the Government of Alberta.

Service Delivery Partners and other Funding Source(s) if Applicable

Bissell Centre, Edmonton and area Fetal Alcohol Network Society