# FINANCIAL POLICIES AND PROCEDURES

## SECTION 6: TREASURY

## POLICY 1: BANK ACCOUNTS

### Policy Rationale

[organisation] will ensure its bank accounts are operated in a manner that ensures controls are in place over cash funds and the authorisation of any banking transactions.

### Policy Statement(s)

[organisation]’s bank accounts will be operated in accordance with the following:

1. New bank accounts can only be opened following approval from [organisation]’s Board
2. Any amendments to bank daily approval limits and / or overnight clearing facilities may only be actioned following approval from [organisation]’s Board
3. Signatories for the bank accounts must be approved by the [organisation]’s Board
4. Two signatories are required to authorise any payments from the organisation’s bank accounts, including both electronic and manual payments
5. [organisation] is permitted to pay recurring invoices and payments by either direct debit or automatic payment. These authorities are to be authorised by two signatories
6. Cash payments are to be avoided, with the exception of minor petty cash payments
7. Any cash received should be kept securely and banked within three working days. Banking should be more frequent if amounts held are significant
8. Bank accounts should be reconciled at minimum weekly
9. [organisation] will maintain a minimum cash reserve, in a separate bank account or term deposit to operating funds, which will be dictated by the Board, at all times
10. [organisation]’s banks terms and conditions must be adhered to at all times.
11. No EFTPOS cards are to be issued or linked to any of [organisation]’s bank accounts

The [organisation]’s CFO / Finance Manager will:

1. Maintain a register of the holders of the [organisation]’s authority to operate the bank accounts
2. Review and reapprove any direct debit or automatic payments annually
3. Ensure access to [organisation]’s bank accounts are removed promptly when finance staff change
4. Ensure any new bank accounts opened are linked to the financial system promptly

### Policy Implementation and Related Procedure Documents

The implementation and review of these Bank Account policies are the responsibility of [organisation]’s Audit, Finance & Risk Committee.

The [organisation]’s CFO / Finance Manager is responsible for the implementation, review and monitoring of the systems and procedures relating to bank accounts. These should be in accordance with Section 1 of the Financial Policies.

The following [organisation] policies and frameworks should also be referred to in this regard:

* + Finance Manual
  + Bank’s terms and conditions
  + Petty Cash & Expense Claims Policy
  + Fraud Policy
  + Revenue & Receipting Policy
  + Purchasing & Payables Policy

### Legislative Compliance Considerations

* + Companies Act 1993 [if a Company]
  + Constitution [if a Company]
  + Incorporated Societies Act 1908 [if an Incorporated Society]
  + Incorporated Societies Act 2022 [applicable if an Incorporated Society registered under the new Act. Reregistration is available from 5 October 2023]
  + Incorporated Society Rules [if an incorporated society registered under the 1908 Act]
  + Incorporated Society Constitution [if an Incorporated Society registered under the 2022 Act]
  + Trust Deed [if a Trust]
  + Trusts Act 2019 [if a Trust]
  + Charities Act 2005 [if a registered Charity]

### Review Protocol

|  |  |
| --- | --- |
| Policy Reviewed By: | Audit, Finance & Risk Committee |
| Date Reviewed: | [Date] |
| Next Review Date: | [Date] |
| Revokes Policy Reviewed: | [Date] |