



Bank Authority Policy for Centres

August 2013

General payments – After Centre meeting

General payments are any payments generated in the normal course of business. All payments must be read out by treasurer or another signatory at a centre meeting to approval. The second signatory has all invoices and checks each payment as it is read out at the meeting. After the meeting the treasurer needs to make the payments that have been approved at the meeting using online banking and arrange for the second signatory who checked the invoices at the meeting to authorise the payments online. **The payments must be authorised online by the second signatory who verified the invoices during the meeting.** In this case where the invoice does not state payee's bank account details, the treasurer needs to contact the payee for this information or write a cheque.

Reimbursement for centre members and Invoices

All members need to fill a Reimbursement Form for Centre Members to get Reimbursement. All reimbursements need to be approved at a centre meeting.

If the centre needs reimbursement from Association, the treasurer needs to fill a Reimbursement Form, and signed by two signatories.

All invoices need to get sorted by Secretary and Treasurer before a centre meeting for approval.

Emergency payments

Emergency payments are in exceptional circumstances and for this reason the treasurer needs to send an email (with a copy of original invoice if necessary) to all centre members to approval, and it has to be meet the quorum to make the payment, and ratify it at next meeting.

Policy reviewed: Approved Association Meeting, August 2013.
Next Review Date: 2016