



**ACEA**  
Australasian Corrections  
Education Association  
Create the Opportunity

## **AUTHORITY TO SIGN CHEQUES AND INTERNET BANKING POLICY**

Policy number	014	Version	1.0
Drafted by	Paul Barnes	Approved by Executive on	10 January 2020
Responsible person	Paul Barnes	Scheduled review date	10 January 2021

### **INTRODUCTION**

An association without cheque signing and internet banking procedures may be vulnerable to fraud or error.

### **PURPOSE**

To spell out procedures that must be followed in the signing of cheques and internet banking on behalf of Australasian Corrections Education Association.

### **POLICY**

All cheques issued and payments made over the internet on behalf of the association must be signed by a sufficient number of authorised persons and documented adequately.

### **AUTHORISATION**

Ron Wilson  
10 January 2020  
President, Australasian Corrections Education Association (Inc.)

# AUTHORITY TO SIGN CHEQUES AND INTERNET BANKING PROCEDURES

Procedure number	014	Version	1.0
Drafted by	Paul Barnes	Approved by Executive on	10 January 2020
Responsible person	Paul Barnes	Scheduled review date	10 January 2021

## RESPONSIBILITIES

It is the responsibility of the President on behalf of the Executive Committee to ensure that:

- Members are aware of this policy;
- any breaches of this policy coming to the attention of the members are dealt with appropriately.

It is the responsibility of the Executive Committee members to ensure that their usage of association cheques and internet banking conforms to this policy.

## PROCESSES

All cheques and payments via internet banking must contain two eligible signatures or two electronic signatures as is the case with internet banking. Eligible signatories are current ACEA executive members.

Any two of the above have the authority to sign cheques.

Signatories cannot sign a cheque made payable to themselves, or a blank cheque. All details on the cheque form must be filled in before signature.

Signatories cannot make a payment over the internet to themselves or into their own bank accounts. All details required electronically must be completed before signature

A list of all cheques issued each month, featuring amount, recipient, signatories, and explanation, will be provided to the Treasurer along with Tax Invoice or reimbursements.

A statutory declaration must be provided in the event that tax invoices cannot be supplied.

## RELATED DOCUMENTS

## AUTHORISATION

Ron Wilson

10 January 2020

President, Australasian Corrections Education Association (Inc.)