



# Policy: Bank account signatories

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Authorised by:	Kerry Frame	Review date:	11 April 2025

## Introduction

To ensure financial accountability and security, Cairns City Kennel Club's bank account signatories are only granted to specific positions in the organisation.

## Purpose

The purpose of this policy is to:

- Define the signatories for each of the club's bank accounts.

## Policy

1. All cheques must be signed by any two of the following individuals:
  - 1.1. the club president
  - 1.2. the club secretary
  - 1.3. the club treasurer
  - 1.4. other approved position/s of the association.
2. However, at least one of the persons who signs a cheque must be the president, the club secretary or the club treasurer.
3. The following positions are approved signatories on bank accounts:

Account	Signatories
General	President, Club Secretary, Club Treasurer, Senior Vice-President, Junior Vice-President
Dog Shows	President, Club Secretary, Club Treasurer, Dog Show Treasurer, Show Secretary
Dog Sports	President, Club Secretary, Club Treasurer, Dog Sports Treasurer, Trial Secretary
Debit Card Holders	President, Club Secretary, Club Treasurer, Show Secretary, Trial Secretary, Supply officer
Term Deposit	President, Club Secretary, Club Treasurer, Dog Sports Treasurer

4. Debit cards holders may make purchases in the following circumstances and with prior approval from the relevant committee:

Card holder	Authorised purchases
President, Club Secretary, Club Treasurer	As approved by the Management Committee.
Show secretary	Judges' accommodation and travel expenses related to dog shows, as approved by the Dog Show Committee.
Trial secretary	Judges' accommodation and travel expenses related to dog sports trials as approved by the Dog Sports Committee.
Supply officer	Supply of consumables, food and drinks, as approved by the Management Committee.

The nature of the debit card account requires on signature only.

## Related documents

- Associations Incorporation Regulation 1999 (Qld), Section 11.

## Version control

Version	Date	Comments
0.1	5 March 2022	Initial draft
1.0	11 April 2022	New document approved