

	<p>LG530 Bank Account</p>
<p>Key Focus Area Leadership and Governance</p>	<p>Responsible Directorate Office of the Chief Executive</p> <p>Relevant Council Delegation DA9 Payment of Accounts</p>

Purpose

The purpose of this policy is to:

1. Ensure the Town of Claremont (**the Town**) is compliant with the *Local Government Act 1995* by maintaining separate bank accounts for monies held in the Municipal Fund, Trust Fund and in the Reserve Fund.
2. Provide guidance on the opening and management of bank accounts.

Policy

With respect to the Municipal Fund (Municipal Account and Reserve Account) and Trust Fund (Trust Account) which are required to be maintained:

1. Two signatories are required for all payments, (cheques or electronic funds transfer). The signatories shall be:
 - a. Chief Executive Officer (**CEO**),
 - b. Any member of the Executive team, including Director Governance and People (**DGP**), Director Infrastructure (**DI**) and Director Planning and Development (**DPD**)
 - c. Manager Finance (**MF**); and/or
 - d. Other officers authorised in writing by the Chief Executive Officer.
2. The following limits are established in respect of signatories:

Amount for a single vendor or a single invoice (whichever is higher)	Primary Signatory	Secondary Signatory
Up to \$150,000	MF, CEO	DGP, DI, DPD
Greater than \$150,000	CEO	DGP, DI, DPD, MF

3. Any officers nominated in writing by the Chief Executive Officer to act in the position of an authorised signatory are eligible to sign for payments in accordance with that position. This includes a Director acting as Chief Executive Officer.
4. Electronic Funds Transfer (**EFT**) Payments may be used as follows:
 - a. Municipal Account. For the payment of supplier invoices for goods and services received, payroll, transfer to Reserve accounts, refund of bonds, and investment of funds in accordance with Town's Investment Policy LG511.
 - b. Trust Account. For refund of bonds or deposits held in trust, and investment of funds in accordance with Town's Investment Policy.
 - c. Reserve Account. For investment of funds in accordance with Town's Investment Policy and transfer to the Municipal account.
5. A list of all payments made will be prepared and submitted to Council each month at an Ordinary Council Meeting showing for each account paid in that month, details such as the payee's name, amount of the payment, date of the payment, sufficient information to identify the transaction, and the account from which the payment is made.

Document Control Box			
Business Unit:	Finance		
Legislation:	Local Government Act 1995 s 5.42 and 6.6 – 6.11		
Organisational:	Accounts Payable Procedure Payment Listing and Report Procedure		
Review Frequency:	Annual	Next Due:	2022
Version #	Decision:	OCM Date:	Resolution Number:
1.	Adopted	18 October 2016	164/16
2.	Reviewed	13 December 2016	206/16
3.	Reviewed	18 December 2018	228/18
4.	Modified	16 February 2021	020/21