



## AFL MASTERS NATIONAL BANKING OPERATIONS POLICY

Effective 30 May 2024

### **Effective from**

30 May 2024

### **Applicable to**

This policy is applicable to AFL Masters Inc.

### **Purpose**

The purpose of the Banking Operations Policy is to set out the requirements for use of AFL Masters bank accounts, including opening, closing, authorisation, variations to terms and conditions, reconciliation of bank accounts, the handling of cash and bank account transactions.

### **Opening Bank Accounts**

Any new bank accounts to be opened for the organisation must have the authorisation of the AFL Masters National Board.

For each new bank account opened, the financial accounting system must be updated, and the bank account registered by the General Manager.

### **Bank Account Authorisations**

For monies withdrawn from any bank account, whether by cheque, negotiable instrument, EFT or other online payment method, there must be two (2) members of the AFL Masters Executive authorising each payment.

The authorised persons for bank account payments are:

- National President
- National Vice-President
- Elected Board Member.

Each payment made must be supported by invoice, receipt or other appropriate documentation and must be attached to this documentation prior to payment.

### **Observer Access**

From time to time, the AFL Masters National Board may be grant observer access to the bank accounts of AFL Masters to the following group of people for the purposes of maintaining the financial accounting system as well as input electronic payments for authorisation:

- General Manager
- providers of bookkeeping or accounting services to AFL Masters.

Whilst the person/s who reconciles bank accounts may be granted observer access to view transactions and input electronic payments for authorisation, that person/s shall not have authority to operate those bank accounts under any circumstance.

#### **Variations to Bank Account Terms and Conditions**

Any variations to banking arrangements can be made or varied by the AFL Masters National Board. The General Manager is responsible for updating the financial accounting system and/or bank account register with the new information.

#### **Closing Bank Accounts**

Where it is decided that a bank account is no longer necessary, the AFL Masters National Board will authorise the closure of the bank account.

The General Manager will then be required to complete the following:

- ensure all transactions with respect to the account (including cheques drawn) have been completed;
- lodge with the bank a letter, signed by two (2) authorised signatories advising of the closure of the account;
- meet the bank's requirements with respect to account closure; and
- update the financial accounting system and bank account register.

#### **Bank Account Transactions**

All deposits received must be banked within two (2) days from receipt. Unallocated direct deposits of more than one (1) month, will be investigated fully to determine source of deposit. Where the source cannot be identified, the deposit will be allocated to a suspense account to keep these funds separate and identifiable.

Cheques outstanding for more than twelve (12) months will be reallocated back to AFL Masters through the financial accounting system.

Where a payment stop on a cheque is required, this will be authorised by two (2) members of the AFL Masters National Executive. The General Manager will be responsible for carrying out the following duties regarding payment stop on a cheque:

- ensuring the cheque has not already been presented at the bank
- getting authorisation to action the stop payment using appropriate forms from the bank
- ensuring the bank receives notification of the stop payment notice
- receiving confirmation of action from the bank of the stop payment
- ensuring the details of the stop payment are kept in the stop payment folder.

#### **Bank reconciliations**

Bank accounts should be reconciled on a fortnightly basis in AFL Masters' financial accounting system. This is the responsibility of the General Manager but this task may be delegated to a third party such as a bookkeeper or accountant as required. Where possible, a copy of all receipts and Tax invoices (if applicable) shall be uploaded onto the financial accounting system against each outgoing.

#### **Refunds**

At least two (2) members of the AFL Masters National Board must authorise any refund of money or return of goods.

### **Petty cash**

Petty cash – and the handling of cash in general - should be avoided under all circumstances. Where possible all payments should be processed through accounts payable. In instances where payments through accounts payable are not appropriate, then the appropriate person making the purchase must submit an expense reimbursement claim in a timely manner as outline below.

### **Cash receipts**

The handling of cash should be avoided under all circumstances. Where possible invoices to AFL Masters member bodies, Government organisations, sponsors, AFL Masters participants and other customers should be raised through accounts receivable. In instances where income being derived through accounts receivable are not appropriate, then the General Manager shall arrange for payments to be processed via Electronic Fund Transfer Point of Sale (EFTPOS); a banking application programme interface (API) or any other banking processing technology available should records transactions externally and deposits funds automatically.

### **Business/Corporate Credit Cards**

The issuing of a business/corporate credit card should be avoided under all circumstances. Where possible all AFL Masters payments should be processed through accounts payable on invoice. In instances where payments through accounts payable are not appropriate, then the appropriate person making the purchase must submit an expense reimbursement claim in a timely manner as outline below.

### **Reimbursement of expenses**

National Board members and other AFL Masters employees may be reimbursed for expenses incurred whilst conducting business for and on behalf of the National body. Within three (3) months after the expense has been incurred, National Board Members must submit a summary of expenses incurred together with a scanned copy of all receipts and Tax invoices (if applicable) to the General Manager. Prior to any reimbursement, the claim shall require approval from two (2) members of the National Executive. Upon approval of reimbursement claims, the General Manager shall arrange for the payment via online banking by those authorised to operate the AFL Masters bank account.

### **Borrowing/financing**

The borrowing of funds should be avoided under all circumstances and not without the explicit approval of the AFL Masters National Board prior to any such transaction being undertaken.

### **Monitoring & Reporting**

The General Manager is responsible for ensuring that banking and recording transactions relating to all income derived and all expenses incurred by AFL Masters are as described in this Policy. The General Manager will provide regular Management Accounts to the National Board which separately identifies the accumulated amount of income and expenses incurred throughout each financial year.

### **Review of Policy**

This policy will be reviewed every two years, by the General Manager, or sooner if warranted by internal or external events or changes. Changes to the Policy will be recommended by the General Manager to the National Board.

Revised 30 May 2024