

5.7 PROGRAM BANK ACCOUNTS POLICY

Overview

Program bank accounts are used to manage program operational budgets.

Policy

Each program requiring a bank account will have a community bank account at BACI's primary financial institution. The Chief Financial Officer will approve the set up of the account.

The Chief Financial Officer, Senior Manager and Program Manager will have signing authority for the account. Only one signature will be required for banking transactions.

Accounts will be monitored by standard accounting practices and improper transactions will be immediately investigated, reported, and addressed.

All BACI staff must follow all rules and regulations identified with the banking institution.