

BUSINESS RULE – Operational Account linked to Debit/Credit Card

STATEMENT

The Debit/Credit Card will be managed in accordance with the business of ACCYPN.

OUTCOME

Finances will be managed in accordance with the object of ACCYPN.

EVALUATION

Monthly review of the debit/credit card account and expenditure at the ACCYPN Board of Directors Meeting.

DATE INTRODUCED

28th April 2016

LAST REVIEW DATE

January 2020

NEXT REVIEW DATE

January 2025

ISSUED BY

Board of Directors ACCYPN

MEETING DATE BUSINESS RULE

ENDORSED

26th March 2020

Operating Account (Non-interest-bearing account)

1. There will be an operating account managed by the ACCYPN Board of Directors (BODs) that will be used for the sole purpose of linking to a debit /credit card.
2. The Company Secretary will be the sole signatory to the debit/credit card.
3. When an invoice is to be paid the money from ACCYPN operating account will be transferred to the operating account linked to the debit/credit card. This transfer will require two signatures.
4. The invoice will be paid by the Company Secretary using the debit / credit card.
5. This secretary can pay Chapter event invoices with the debit/credit card to avoid individuals using their own credit card and requiring reimbursement. Three working days' notice would be required to allow transfer from ACCYPN operating account.