POLICY: - NZGSO Archive Bank Account Delegated Authority

Preamble

A bank account with an opening balance of $200-00 for the use of the Archivist to purchase supplies/consumables necessary for the smooth operation of the archives has been established.

This policy formally controls the responsibilities of the Archivist in the operation of this account.

This policy supersedes all previous policies and resolutions.

Policy

1.	The delegated authority is only to be exercised where the expenditure is necessary for the operation of The Archive and is in the normal course of undertaking Archive business.
2.	That such expenditure has been budgeted for and that the budget appears in the current years accounts
3.	To only incur expenditure or otherwise bind the organisation to any expenditure of no more than $200-00 on any one item.
4.	Any expenditure/arrangements outside this authority are to have the prior approval of the the Executive Officer, NZGSO If such expenditure is also outside the the Executive Offices Delegated Authority, then prior approval to the expenditure must be sought in terms of that Delegated Authority.
5.	That each month a summary of the amounts spent for that month along with all receipts/invoices detailing the expenses are forwarded to the the Executive Officer,, NZGSO.
6.	That upon receipt of the documentation in 5 above , the the Executive Officer, will credit the account with sufficient funds to return the balance to $200-00
7.	Upon appointment, The Archivist is to sign and date a copy of this policy, with the signed copy to be held by the Chairman, General Service Board

Policy Review

	Policy Adopted. Formally Review June 2011
28/5/2011	Policy changed to read $200-00 in lieu of $100. No review date set
Feb 2012	Amended Policy approved
Feb 2013	Confirmed
Mar 2014	Approved unchanged with annual review.
Mar 15	Approved unchanged with annual review.

Policy Read and Accepted

Authorised By Executive Officer
NZGSB of AA Inc.

Date   ……………..

Date   ………………

Name   …………………………

Name   ……………………….

Signature   …………………………

 Signature   ………………………