

LYELL McEWIN REGIONAL VOLUNTEER ASSOCIATION INC

POLICY & PROCEDURES DOCUMENT



POLICY TITLE: **CLIENT BANKING & FINANCIAL TRANSACTIONS**

POLICY NUMBER: **8.8**

POLICY STATEMENT:

Client banking and financial transactions shall be transparent and accountable

EXPECTED OUTCOMES:

- ✓ Clients shall be safeguarded against unethical work practices
- ✓ Volunteers shall be safeguarded against false accusations and misunderstandings
- ✓ Clear trails of accountability shall exist to track down any questionable transactions

PROCEDURES (To implement Policy)

1. Where possible, requests for banking assistance or other financial transactions (eg payment of bills) shall be made prior to a scheduled outing or visit
2. Volunteers have the right to refuse to assist with transactions of this kind
3. As a matter of precaution, all transactions *must* be reported to the Area Manager *prior* to the transaction taking place.
4. Volunteers who are happy to assist with these types of transactions shall always involve a third party where possible (eg a second volunteer, Area Manager, bank teller etc), who can verify the nature of the transaction that took place
5. Volunteers shall keep receipts and records of *all* transactions conducted
6. Under **no** circumstances are volunteers to become a signatory to any account held by a client
7. Volunteers should, as a matter of course, report any financial dealings to their Area Manager

CONSULTATION

- Policy Sub-committee
- Operation's Team meeting
- Board of Governance
- NRC Team

Approved by Board of Governance on 17.7.02

Last reviewed October 2009