

## **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 Manager of Finance will approve the set up the account.

The Manager of Finance, Program Manager and Coordinator \ Supervisor 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.