

School Association and Banking

There are a number of rules that must be followed when undertaking banking as a school association.

Yes, the school association can have a bank account. The bank account should be in the name of the association as listed on the constitution. While the association is considered incorporated, it is important to note that it is incorporated under a state and territory act, specifically the Education Act (TAS) 2016, and not the Incorporations Act. Therefore, it cannot use "incorporated" or "inc." in its name.

The bank account must require two signatures for transactions. The treasurer is primarily responsible for writing and signing cheques or raising electronic payments. However, if the treasurer is unavailable, the committee can authorise another committee member to sign, provided this authorisation is made by a motion.

Only committee members can be signatories on the account. All payments must be authorised by the committee and recorded in the minutes, which can be in the form of an annually approved budget. Payments should always be made by cheque or electronic transfer. Any cash payments exceeding \$100 must be explicitly authorised by the committee and recorded in the minutes.

Banking motions

Removing inc. from the bank account

If your bank account has Inc. or incorporated after the name or is not in the name of the School Association as it appears on your constitution.

MOTION: The [school name] School Association bank account held at [bank name] with account number BSB: [xxx-xxx] acc: [xxxxxxxx] should be in the constitutional name [school name] School Association (removing inc.) from the name as per the Education Act (TAS) 2016 Section 109.

Amending the bank account name

Updating a historical name, P&F or council to School Association. Along with the minutes I would include a letter signed by all signatories requesting that the bank account name be correct to [school name] school association.

MOTION: The [school name] School Association formally known as [name on the bank account] with bank account held at [bank name] with account number BSB: [xxx-xxx] acc: [xxxxxxxx] request that the account name be updated to align with the new constitution.

Post AGM – changing signatories

Changing signatories will require a visit to branch with a copy of the minutes. Some banks are requiring a copy of the association's constitution so it may pay to have a copy with you or the ability to email to the bank. Signatories that are current users at the bank are often easy to add, new users will be required to visit the branch for a 100point check and have their drivers licence scanned. Bank regulation also have existing customers have their licence sighted every 3 years. You shouldn't have to all be present in branch at the same time.

MOTION: The [school name] School Association request that their [bank name] bank account (BSB: xxx-xxx acc: xxxxxxxx) authorised signatories be changed to:

1. Xx, Treasurer
2. Xx, Chairperson
3. Xx, Vice Chairperson or Secretary
4. Xx, staff rep

Changing banks

MOTION: To allow the Treasurer of [school name] School Association to open a new bank account with [list bank name] in the name of [school name] School Association. The account will be dual signatory, zero fees and have online electronic fund transfer ability.

The signatories of the account will be:

1. Xx, Treasurer
2. Xx, Chairperson
3. Xx, Vice Chairperson or Secretary
4. Xx, staff rep

MOTION: To allow the Treasurer of [school name] School Association transfer all funds from the [school name] School Association bank account held at [bank name] with account number BSB: [xxx-xxx] acc: [xxxxxxxx] to the new bank account at [bank name].

Closing an account

This may require 2 signatories to be present in branch at the same time, every bank is a little different, check with the branch prior to save yourself time.

MOTION: To close the [school name] School Association bank account held at [bank name] with account number BSB: [xxx-xxx] acc: [xxxxxxxx].

Cheques and Electronic Funds Transfers

Cheques are being phased out for many banks. Your committee should start thinking about how they plan on managing the change.

As of 13 June 2024, these banks offer the following:

ANZ – treasurer can raise payment and the co-signatory logs into their account to authorise.

Bank of Us - treasurer can raise payment, select the co-signer, and the co-signatory logs into their account to authorise.

Bendigo Bank – treasurer can raise payment and the co-signatory logs into their account to authorise.

CBA - treasurer can raise payment and the co-signatory needs to enter their details into the treasurers account (need to be in the same room).

MyState – requires phoning the bank.

NAB - treasurer can raise payment and the co-signatory logs into their account to authorise.

Westpac - treasurer can raise payment and the co-signatory logs into their account to authorise.