

LEGISLATIVE PROVISIONS

Banking and Investment

Checklist:

This checklist applies to banking and investments, new credit cards, EFTPOS, Bpay, cash management accounts, long term investments etc.

- What are the current banking arrangements that exist in each entity?
- What are the current investments that exist in each entity?
- Which bank and investment accounts will be required for the new entity?
- Can existing accounts be used, with a change of names or are new accounts required?
- What are the policies that are in place for operation of bank accounts?
- Given a larger entity should a tender be held for the future provision of banking services
- Is there a consistent policy/practice or should one be developed?
- Which reserves have been established and which needs to be quarantined for the new entity?
- What are the financial priorities highlighted in the long term financial plans of the merging entities?
Will this have an impact on any future investment strategy?

Action List

- Collate and review the existing arrangements in each entity
- Advise current financial institutions of impending changes
- Determine required accounts for the new entity
- Establish required bank, trust, reserve and investment accounts for new entity
- Establish EFTPOS and other payment receipting facilities, Bpay, Bpoint etc
- Update or review website functionality for any online payment facilities and bank account details
- Establish opening balances (determine initial cash flow requirements)
- Create a register of account/cheque signatories – internal register and authorisations lodged with financial institutions
- Perform an audit on bank, trust and reserve accounts for existing entities
- Maintain sufficient funds held in existing accounts to process uncleared cheques and EFTs.
- Transfer balances (post audit) to the new entity (allow provision for uncleared cheques and EFTs)
- Audit all investments for existing entities
- Inform financial institutions of name changes for ongoing investments
- Arrange closure of investments no longer required and transfer of funds to the new entity
- Establish controls for banking i.e. renew signatories
- Prepare an Investment Policy for the new local government.