



Quick Member Info

Signatories

Who should be the signatories to the P&C Association's bank accounts?

Signatories to all P&C association accounts are the Office Bearers of the P&C Association.

All financial transactions of the P&C Association where money is to be expended are to be signed by two of the Officers of the P&C Association. The Officers are the President, Vice Presidents, Treasurer and Secretary. Financial transactions include cheques and online banking activities.

Can the sub-committee Convenor Sign Cheques?

No. No one other than two of the Office bearers can sign off cheques or make bank authorities on behalf of the P&C Association.

Can the Principal sign cheques?

No. The Principal is an ex officio member of the P&C Association and cannot hold an office bearer position.

Can our P&C Association employee sign cheques?

No. A paid employee of the P&C Association such as the Canteen Convener or Outside Of School Hours Care Director cannot be officers of the P&C Association and therefore cannot be signatories to any accounts.

Does there always have to be two signatories?

Yes. The Constitution your P&C Association operates under clearly identifies that two Office Bearers will operate the accounts of the P&C Association.

Can family members be signatories on the P&C Association accounts?

Two members of the same family should not, as a general rule, act as signatories. Where it is unavoidable the family members should disclose this relationship to the Auditor each year.