

## Financial Handover Policy

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1. This policy sets out the requirements and process, which must be followed when an outgoing Treasurer/Financial officer or President/Editor-in-Chief is handing over to their replacement.
2. This process aims to ensure the incoming officers are aware of their responsibilities, are compliant with the relevant accounting standards/laws and there are less confusions around the Associations finances.
3. The incoming Treasurer/Financial officer and President/Editor-in-Chief must be:
  - a. Shown and helped through completing Commbiz access forms and changing bank signatory forms
  - b. Access to financial management software used by the Association such as Xero
  - c. The ANU EBA and any other relevant employment contractors
  - d. SSAF agreement between the Association and the University
  - e. The current financial year budget and how the budget was prepared
  - f. Ensure all financial review committee policies are read
4. Remuneration for the outgoing officers can be docked or withheld if the new officers are not properly briefed in the financial handover policies set out in this document