**Policy considerations**

**Electronic Funds Transfer (EFT)**

A lot of churches use EFT as its primary payment method. There are many benefits to EFT but there are also risks that should be considered.

Similar to cheques, EFT payments should require two authorisations. A good EFT policy should deter eligible signatories from sharing passwords or use common approval tokens.

Sometimes the authorised signatories for cheques may not be the same authorised signatories for EFT. Contact your bank for your organisation’s banking arrangements if you are unsure.

Some banks have built in segregation of duties features such as:

* Providing bookkeepers with read-only access and the ability to only input payments, not to authorise payments.
* Creating payment authorisation rules such as payments must be authorised by a director and a management staff member.
* Audit log listing.

Questions to consider in developing a policy: what and why?

* Why segregation of duties is important to your organisation?
* What banking features does your bank offer?
* What type of banking access is appropriate?
* Should EFTs be authorised by a management group member and a staff member?
* Should a person authorise a payment to themselves?

Questions to consider in developing a procedure: how and when?

* Who is responsible for bank tokens and passwords?
* How should bank tokens and passwords be stored?
* Who is responsible to approve payments?
* What are the procedures to raise EFT payments?
* Who is responsible for updating the list of EFT signatories?
* If someone resigns from your organisation, how soon must their signature be removed from accounts?