



ASTRONOMICAL SOCIETY OF AUSTRALIA

Incorporated in the ACT

ABN 37 660 297 848

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Conditions for use of the ASA Scientific Meeting Account and Electronic Funds Transfer Terminal for a non-ASA Meeting or Workshop

The ASA operates separate and permanent Commonwealth Bank accounts for its Annual Scientific Meeting and the Harley Wood School. The accounts are linked to the ASA Electronic Funds Transfer terminal. These accounts are:

EFT account 1 - ASA Annual Science Meeting
BSB No. 06 2284 Account No. 1024 2214

EFT account 2 - ASA Harley Wood Winter School
BSB No. 06 2284 Account No. 1024 2206

These permanent accounts relieve ASM and HWS organisers of the problems of setting up accounts and EFT facilities. The Council has decided to offer this advantage to other groups in the Australian astronomical community that may request it for their own meetings.

The conditions under which one of the accounts may be used are:

- The Local Organising Committee (LOC) for any such meeting must submit to an ASA Secretary a written application to use an ASA account. The application should briefly describe the meeting and include a proposed budget along with a proposal for how any loss would be funded. The application will be considered by the ASA Council.
- Signatories to the account will be approved by the Council and will include the Treasurer, one Secretary and up to three others. Any two signatures should be required to operate the account.
- The LOC for any such meeting shall include a member of the ASA Council to provide direct Council oversight of the use of the account.
- The LOC shall
 - supervise the operation of the account to ensure funds are appropriately used and (as far as is possible) to ensure no financial loss is made,
 - pay any transaction fees related to the operation of the account for the meeting, or an estimate of those fees,
 - pay any extra bookkeeping or auditing costs incurred by the ASA as a result of the use of the account for the meeting, or an estimate of those fees,

- prepare periodic financial reports as requested by Council,
- prepare a final financial report within 2 months of the end of the meeting,
- provide any further information as requested by the ASA's auditors.
- Any financial loss incurred by the meeting shall be the responsibility of the LOC and not the ASA. The ASA may seek to recoup any loss from the institutions or departments represented by members of the LOC.

Agreement:

(name) _____,

acting on behalf of the Local Organising Committee (LOC) for

(meeting name) _____,

agree to the conditions on the use of an ASA account as set out above.

Signature (for the LOC)_____

Date_____