To: Florida Chapter Executive Committee
From: Rick Keeney, FL Chapter Treasurer
Subject: Branch Bank Accounts
Date: August 20, 2011

As has been discussed, and specifically at the Treasurers Training Class held November 5, 2010 and the Executive Committee meeting held November 6, 2010, all branches must have a Chapter officer, National Treasurer and National Finance Director signatures on their bank accounts.

Please read the attached letter from Teri Newhouse outlining this requirement. Your compliance with this request is appreciated.
July 28, 2011

To: Rick Keeney, Florida Chapter Treasurer

From: Teri Newhouse, APWA Director of Finance/Controller

Re: APWA Chapter and Branch Bank Accounts and Signature Cards

This communication is intended to provide further clarification of the Rules Governing Chapters of the American Public Works Association (the Rules) regarding APWA branch bank accounts and signature cards. The Rules are considered an integral part of the APWA Operating Policies established by the National Board of Directors. While the title suggests the Rules are only applicable to Chapters, Branches are also subject to these guidelines and compliance is critical to maintaining sound financial management over association’s assets.

Page 4, paragraph 11 titled Financial Management, section (h) outlines the requirements for Chapter and Branch bank accounts.

h) Chapter bank accounts must have at least three current chapter officers on the signature cards, and include the signatures of the APWA Director of Finance and Treasurer of APWA. Branch accounts must have the signatures of two current branch officers, a current chapter officer, the APWA Director of Finance, and the Treasurer of APWA.

A complete set of the Rules can be found on the APWA website by accessing this link:

http://www2.apwa.net/MembersOnly/ChapterResources/Documents/Rules_Governing_Chapters_of_the_APWA.pdf

All signature cards should be sent to my attention at the APWA Headquarters office in Kansas City. I will sign the documents and secure the APWA National Treasurer’s signature as well. We strive to process all banking documents the same day we receive them so the turn-around time is minimal. We use FedEx delivery services to help secure personal information provided to the bank and we are willing to do all that we can to adhere to bank operating policies and more importantly regulations establish under Federal or State law.

If you have any further questions about the policies or procedures in place surrounding bank signature cards and account information, please feel free to contact me at 1.800.848-2792 x 5277 or via email to tnewhouse@apwa.net.