FINANCIAL PROCEDURES

The following process is designed to provide the process by with staff within finance can manage, control and reconcile the following activities.

General Account Payments:

1. Practices complete Talos Services Payment Request Form and forward to accounts@talosservices.com.au
2. Finance enter into Nab Connect and forward request to M Ryan and A >Vago.
3. M Ryan authorises payment
4. Anderson Vago makes payment

Trust Account Payments

1. Client complete Authorisation to deduct payment form
2. Practices complete the Trust Payment Request Form and send this and the Client Authorisation form to Accounts@talosservices.com.au – at Finance
3. Finance enter payment in Nab Connect with copy of request form to Mark Ryan
4. M. Ryan authorises Payment
5. Payments made by Anderson Vago

Cheque Payments

The only instances where payments are made are for ASIC for the establishment of Companies. The following process will be followed.

1. Accountancy practices raise request for cheque payment with relevant paperwork and send to Anderson Vago. A
2. Anderson Vago sends paperwork to M Ryan for authorisation.
3. M Ryan authorises and sends to Anderson Vago
4. Anderson Vago raises cheque and send s Authorisation, Practice request for Payment, copy of cheque to accounts@talos.com.au

Imprest Account

1. Practises send Petty Cash Reconciliation Form and original invoices to accounts@talosservices.com.au
2. Reconciled by Finance and Reconciliation Form to M Ryan
3. Authorisation by M Ryan
4. Reimbursement of Impress account by finance