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OBJECTIVE目的:

To establish the bank accounts control procedures to be followed.
 为了建立店遵循的银行账户控制流程。

APPLICATION应用范围:

All bank transactions are to be signed jointly by the Director of Finance and Controlling in charge and the General Manager, or in the absence of either one, another executive who is an approved signatory.


所有的银行转账都必须同时由财务总监与总经理的签字确认，或者在财务总监与总经理缺席的情况下，另外的行政管理人员负责签字确认。

Such transactions include the payment or transfer of funds by cheque or letter.

上述的转账包括支付或者以支票，书信等形式的转账。

STATEMENT OF POLICY规则声明:

1. All bank accounts are to be opened in the name of the Owner and the Hotel.
所有的银行账号必须以业主和酒店名义开户。
2. It is the Owner’s who must instruct the bank to open the accounts and specify they are to be managed in accordance with the guidelines in this policy.
业主必须负责通知银行开户并且指出这些账户将遵循本项规则。
3. Bavaria will advise its Owners of bank accounts signatories in writing.
巴伐利亚以书面形式通知业主账号签字人。
4. Two operating officers (General Manager/Manager and Resident Manager/Executive Assistant Manager) together with two finance officers (Director of Finance and Controlling and Deputy Director of Finance) must be nominated to sign jointly on all checks.
两位运营执行官（总经理和行政副总经理）同两名财务执行官（财务总监和财务副总监）必须一同签字确认。
5. When the name of a signatory is to be cancelled or replaced for any reason, Bavaria should write to the Owners requesting the change, and the Owners will instruct the bank accordingly.
当不论什么原因签字人被取消或替换时，巴伐利亚应该以书面形式通知业主新的签字人，并且业主要及时通知开户银行。
6. Checks and debit notes are to be completely documented before being presented to the General Manager and Director of Finance and Controlling for signature. Documents must be carefully examined by signatories prior to signing.
支票和借项通知在呈交总经理和财务总监签字确认之前要完成存档。审批签字前存档必须仔细核对之前的签字。
7. Bank balance or bank account information should not be made available to anyone other than the signatories of the bank accounts.
银行存款余额或者银行账户信息不应该被签字人之外的任何人获得。

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8. Employees responsible for bank account reconciliation's may be authorized to contact the bank for bank statements or debit and credit information only.
负责银行账户余额调节的员工可以被授权于与银行联系，仅为了取得银行对账单，借项或贷项信息。
9. All bank codes and related information are to be kept strictly confidential.
所有的银行密码和相关信息必须严格保密管理。
10. It is the Director of Finance responsibility to ensure that all the necessary controls are effectively in place and meet the requirements set out in this policy statement.
财务总监负责确保所有必要的控制都有效的开展，并且符合本规则。