

Proper Usage of Your Government's Accounts

Government Account **Do's**

- ✓ Use bank accounts **ONLY** for operational needs of the Mission (Rent, Utilities, Payroll)
- ✓ Inform your bank in advanced of any unusual expenditures
- ✓ Respond promptly when asked by your bank for additional details regarding transactions
- ✓ Review daily account activities and reconcile the accounts on a monthly basis
- ✓ Ensure all authorized signers are current and updated when diplomatic assignments change
- ✓ Use secure online banking platforms instead of manual processes (minimize use of banking centers, physical checks, money orders, and cash)

Government Account **Don'ts**

- ❖ Never use Government accounts/funds for personal expenditures
- ❖ Never provide your bank account number to constituents
- ❖ Limit the use of physical checks and utilize electronic payment solutions
- ❖ Ensure all check stock is in a secure location
- ❖ Limit cash usage
- ❖ Make payments directly to the payees



Protecting your Government's Accounts from Fraud

- Implement all fraud protection services offered by your bank
- Keep your bank account number private