

14. BANKING ARRANGEMENTS

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All arrangements with the Council's Bankers shall be made by the Head of Finance who shall operate such banking accounts including national giro accounts, as they consider necessary. No bank account (or equivalent) shall be opened without the express formal consent of the Head of Finance. The Head of Finance shall ensure that monthly bank reconciliations are drawn up for all corporate bank accounts.

14.2 CONTROL OF CHEQUES

All cheques, including national giro payment forms, shall be ordered only on the authority of the Head of Finance who shall make proper arrangements for their safe custody.

14.3 SIGNATURE ON CHEQUES

All cheques shall be signed as the Head of Finance may determine.

14.4 BANKING OF MONIES

Each Chief Officer shall fully observe directions issued by the Head of Finance as to the banking of monies both as to the method and frequency. In particular, all sums shall be paid in gross unless specifically and exceptionally approved by the Head of Finance.

14.5 BANKERS AUTOMATED CLEARING SYSTEM (BACS) AND CLEARING HOUSE AUTOMATED PAYMENTS (CHAPS)

The Head of Finance shall be responsible for arranging any payments through BACS and CHAPS and shall ensure that proper security control procedures are effected and reviewed.

14.6 DEPOSIT RECEIPTS

No Deposit Receipts shall be arranged without the written consent of the Head of Finance. Such Deposit Receipts that are arranged shall be kept under review by the Payments/Income Manager.

**For clarification or any queries in respect of this section please contact
Gillian Woodcock on extension 6170**