

Finance and Resources Committee Meeting –23 June 2009

BANK MANDATE AND INVOICE SIGNATORY UPDATE – PUBLIC PAPER

Introduction

This paper proposes an updated signatory list.

Decision

The Committee is requested to approve the replacement Director of Finance signatory to the List A Bank Mandate signatory list and addition of a further invoice signatory in the Fitness to Practise department.

Background information

The Bank Mandate is the reference document used by the banks for authorising signatories. With recent resignation of Simon Leicester, we will need to add the new Director of Finance (Gary Butler) as a replacement List A Bank Mandate and Invoice signatory, to take immediate effect.

Following an internal promotion, the FTP department have recently appointed an additional administrator. We would like to add an additional person (Gary Rope) as a £1000 signatory to the Invoice and Purchase Order signatory list.

Resource implications

Nil

Financial implications

Nil

Appendices

Appendix One – Bank Mandate Arrangements (revised) list

Date of paper

11 June 2009

Date	Ver.	Dept/Cmte	Doc Type	Title	Status	Int. Aud.
2009-01-0811	a	F&R	PPR	Signatory List paper	Draft	Public
					DD: None	RD: None

HEALTH PROFESSIONS COUNCIL

BANK MANDATE ARRANGEMENTS (Revision 13)

The List is to operate with effect from 24th June 2009

LIST A

LIST B

Marc Seale
Guy Gaskins
Roy Dunn
Gary Butler
Gregory Ross Sampson
Jacqueline Ladds
Richard Houghton
Abigail Gorringe

Dr Anna Van Der Gaag
Robert Clegg

Cheques and payments* to be signed as follows:

Up to and including £25,000.00 Any 2 signatures from Lists A
Over £25,000.00 Any 1 signature from Lists A & 1 from List B

*** Chaps and Bacs Payments**

Chaps and Bacs payments (including transfers between HPC accounts held at different banks) need authorisation. The payment of some invoices and payroll is also made by Bacs.

The total list of payments, must, before transmission, be signed by any 2 from list A but individual items of payments greater than £25,000.00 should be initialled by a person from List B.

Transfer between Accounts

Other than automatic transfers, transfers between HPC Natwest Accounts (Including Money Market & Corporate Bond Transactions) may be confirmed on the Authority of Marc Seale (Chief Executive) Gary Butler (Finance Director) & Manj Dhaliwal (Financial Accountant).

Other Instructions

The Financial Accountant (Manj Dhaliwal) has authority to deal with all HPC accounts within one bank on a daily procedural basis; making funds transfers between HPC accounts & Investment deposits.

Signature of Chairperson:.....Name Print.....

Signature of Chief Executive:.....Name Print.....