

Appendix C

Charter Trustees For Poole Banking Arrangements and Mandate

General Arrangements for Banking

Item	Note
Bank account	Single bank account under the BCP Council umbrella banking contract
Interest on credit balances	Credit balances to be pooled with BCP Council balances overnight for investment. The Charter Trustees will receive interest based on the average BCP Council investment return for the financial year.
Bank charges	To be charged directly to the Charter Trustee bank account.
Debit and credit cards	Will not be required.
Overdraft limit	Will not be required.
On line banking	On line banking to be used to make payments in a similar way to that used by BCP Council. Dual authorisation required for on-line payments.
Cheque book	A cheque book will be available to make payments. Dual authorisation required for cheques.
Procurement Cards	Officers will have access to the BCP Procurement cards currently in use to purchase sundry items of low value. These will be subject to the limits and controls implemented by BCP Council and will be kept under review.

Bank Mandate

Item	Authorised Officer
Effecting changes to the bank mandate	Corporate Team Accountants Level 3 BCP Council Finance Managers Responsible Financial Officer
Internet banking administrator	Accountants Level 2 & 3
Inputting Chaps / payment details for internet payments	Corporate Team Accountants Level 1 & 2
Authorising internet payments	Corporate Team Accountants Level 3 BCP Council Finance Managers Responsible Financial Officer
Signing cheques	Corporate Team Accountants Level 3 BCP Council Finance Managers Responsible Financial Officer

