

HEALTH PROFESSIONS COUNCIL

SUGGESTED BANK MANDATE ARRANGEMENTS (Revision 2)

After the first few weeks of operation of the new mandate it has become evident that it is impractical to get two signatures for each cheque. Consequently it is suggested that from 1st May 2002 only one signature is required for cheques up to £1,000.

CPSM's current mandate includes all the current Finance Committee with a number of staff also signing. In practice it is the staff who sign with occasional signatures from outside the office.

The suggestions below reflect the practical aspects of running the office and comply with current insurance requirements:

LIST A

Marc Seale

LIST B

Peter Burley
Giercia Malcolm
Paul Baker

LIST C

Norma Brook
Colin Lea
Michael Barham

Cheques to be signed as follows:

Up to £1,000:	Any 1 signature from Lists A & B
Above £1,000 up to £25,000:	Any 2 signatures from Lists A & B & C
Over £25,000	Any 1 signature from Lists A & B and 1 from List C

BACS transfers:

The payment of some invoices and payroll is made by BACS.

The total list of payments must, before transmission, be signed by any 2 from list A or B but individual items of payments greater than £25,000 should be initialled by a person from List C.

Transfers between accounts:

Other than automatic transfers, transfers between NatWest Accounts (including Money Market Transactions) may be confirmed on the authority of List A or Paul Baker.

No person may sign a cheque made payable to himself.

Credit Card Collections

Request to join TheNatWest Streamline System

In order to accept payments by credit card we need to apply to join the NatWest Streamline System.

Initially it is proposed to use the system to accept new registration and pre- registration fees whilst encouraging as many registrants as possible to complete direct debit forms for the payment of Retention Fees.

In addition to providing two terminals on site the system will also enable new registrants using the interactive forms being introduced on our web site to pay their Registration Fees by credit card.

This should considerably reduce the amount of cash and number of cheques handled in house which then have to be sent to our bank. It will also enable overseas applicants to more easily make the correct payment in sterling whilst their bank charges will reduce.

The Committee is asked to authorise signatories for the Streamline mandate (in line with normal HPC signing arrangements).