

## Healthwatch Oxfordshire Board of Directors

Date of Meeting: 11 <sup>th</sup> July 2017	Paper No: 3
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Title of Presentation: Business Manager's Paper						
This paper is for	Discussion		Decision	x	Information	x

Purpose and Executive Summary (if paper longer than 3 pages):
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Financial Implications of Paper:
None

Action Required:
The Board is asked to:
<ul style="list-style-type: none"><li>• Note the banking process</li><li>• Agree the recommendation to amend the signatories to the bank account</li></ul>

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## 1. The Banking Process

1.1 The banking process for the organisation is set up as follows:

- All cheque payments must be authorised by two signatories
- All payments over £3k must be authorised by two signatories

Whereby a payment is being to a supplier, the payment is set up via internet banking, the person who submitted the payment request is unable to authorise the payment. The different levels of use on the bank account are as follows:

**View** - this means the authorised person can view all aspects of the bank account

**Submit** - this person can submit payments ready to be authorised

**Authorise** - this person can authorise any payments in the bank subject to the correct authorisation process being followed.

The accountant conducts the bank reconciliation process and produces the quarterly management accounts/annual accounts.

1.2 Current signatories to the bank account are:

- Accountant - View and submit
- Rosalind Pearce, Executive Director - View, submit and authorise
- Carol Ball, Business Manager - View, submit and authorise
- Edward Duller OBE - View, submit and authorise
- Tracey Rees - View, submit and authorise

1.3 Proposed changes to signatories of the bank account.

Since its conversion to a charity the board has debated the appointment of a treasurer and at its meeting on the 13<sup>th</sup> June 2017 the Board agreed to appoint Martin Tarran-Jones to this position. As a result of this appointment it is proposed that the Board agree the following changes to the signatories

- Accountant - View and submit
- Rosalind Pearce, Executive Director - View, submit and authorise
- Carol Ball, Business Manager - View, submit and authorise
- Prof. George Smith, Chair - View and authorise
- Martin Tarran-Jones, Treasurer - View and authorise

This would mean the removal of the vice chair from the bank account and the addition of the treasurer.

In addition it is recommended that the chair and the treasurer are able to view and authorise transactions.

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