



Imperial College Union
Finance and Risk Committee

19 June 2018

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| AGENDA ITEM NO. | 12 |
| TITLE | New Bankline Authoriser |
| AUTHOR | Edmond Burke (Finance Manager) |
| EXECUTIVE SUMMARY | In accordance with section 7.9.4 of the Financial Procedures, the Trustees are asked to approve Julia Mattingley (Head of Commercial Services) to become an authorised bank signatory on the Union’s bank mandate and online banking (Bankline) on the recommendation of the Union President and Managing Director, as obtained. |
| PURPOSE | There are currently ten authorised signatories on the bank mandate, five of which need to be removed, leaving five. Adding Julia Mattingley plus three of the new Officer Trustees (in August) will bring this back up to nine. There are currently seven authorisers on Bankline, which is operationally sub-optimal, given there are three to four payment runs per week on Bankline, most of which require a second authoriser. A minimum of eight authorisers is recommended, which will be achieved by adding Julia Mattingley. |
| DECISION/ACTION REQUIRED | APPROVAL |