# SOP 10

# CHANGING CHEQUE/BANKING ON-LINE SIGNATORIES/AUTHORISATION

As at June 30th 2023 our current Bankers are:

* AIB Bank, Westmoreland Street, Dublin 2.
* An Post, GPO, O’Connell Street Dublin 1.
1. Any proposal to change bankers should be brought to the AGM.
2. Immediately following the AGM the Hon. Treasurer should request from each of the Banks the necessary forms to change the signing authority on the accounts.
3. At the next meeting of the Executive Committee a proposal must be made to nominate the signatories on the accounts, and this should be voted on.
4. The relevant forms must be completed and signed off by the Chairperson and the Hon. Secretary and returned to the bank promptly.
5. The normal number of signatories is four, and the suggested signatories are the holders of the following posts:
* The Hon. Treasurer
* The Hon. Secretary
* The Chairman
* The President

If there is a signatory outside of these positions, then this should be agreed and voted on by the Executive Committee.

1. It must also be agreed that any two of the signatories are required to authorize cheques and on-line payments.
2. Training should be provided to new on-line users where necessary.
3. PIN and passwords for on-line banking must be changed when an individual leaves the post.
4. All payments, cheques and on-line transactions must be documented each month and reported to the executive.