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**SCHOOLS REQUEST TO OPERATE A BANK ACCOUNT**

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| School No |       |
| School Name |       |

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| Date approval to operate a bank account agreed at Governors meeting (Please send minute (s) of governors meeting for approval of operating a bank account when available.) |       |
| It is a requirement that the school meet the segregation of duties as detailed in the guidance notes. Please confirm whether the school can or will be able to meet this requirement. |  YES/NO |
| If there are any concerns or issues in meeting the above requirement please provide all relevant details. |       |
| The school's finance system and Oracle must be reconciled on a regular basis and any discrepancies resolved. If there are any issues or concerns on reconciliation, these must be notified to the Authority. Please confirm that the school will have processes and procedures in place to achieve this. | YES/NO |
| The school must submit all monthly submissions as detailed in the guidance notes by 10thday of each month. Please confirm that the school will have processes and procedures in place to achieve this. | YES/NO |
| The school is responsible for managing its own cash flow and must ensure that they maintain and regularly update an annual cash flow statement. The authority will provide a cash flow template for the school to use. On occasion the authority may ask for a copy of this statement. Please confirm that the school will have processes and procedures in place to achieve this. | YES/NO |
| Headteacher's Certification |       |
| Chair of Governors Certification |  |
| Date |       |

Please return via email by 31 December to: ctcypsabt@lancashire.gov.uk