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| Lead topic: Government Accounting | Sub-topic: Sanctioning of Public Bank Accounts | Contact: Breda Rafter Ext. 5862 |
| Sanctioning of Public Bank Accounts | | |
| <ul style="list-style-type: none">• Section 18 of the Exchequer and Audit Departments Act, 1866 provides that the Minister for Public Expenditure and Reform may determine which accounts are deemed public bank accounts. The opening of a public bank account requires prior written sanction from the Department of Public Expenditure and Reform (Government Accounting Unit).• The title of such accounts should always contain the words ‘public bank account’ and where possible the title should refer to the Department, Office or sub-office that controls the account. The use of a named official in the title should be avoided.• The Accounting Officer for a Vote is ultimately responsible for the oversight of his or her Department’s/Office’s public bank accounts. He or she should be satisfied that the opening of public bank accounts is kept to the minimum necessary, that the need for such accounts is kept under periodic review (at least once a year) and that the arrangements for operating the accounts are effective and safe. The accounts should be reconciled with the Department’s financial management system on a regular basis. | | |
| <u>Procedures for Government Accounting approval of a Public Bank Account</u> | | |
| <ul style="list-style-type: none">• The opening of a ‘Public Bank Account’ requires the prior sanction of the Minister for Public Expenditure and Reform.• A request for sanction to Government Accounting Unit should provide the following:<ol style="list-style-type: none">1. Name of Department or Office;2. Business case providing details of the purpose of the account;3. Selected Bank: the name and branch of the bank where the account is to be held;4. Account Title: application of following naming convention to the title of account, e.g., ‘Department / Office name – Function /Purpose – Public Bank Account’;5. Confirmation of adherence to public financial procedures in relation to the | | |

opening and proposed operation of this (these) public bank account(s), as outlined in the **Department of Public Expenditure and Reform Circular 16/2014 Public Bank Accounts**. In particular that public procurement requirements have been followed and value for money achieved.

6. Letter of Sanction: Following approval, Government Accounting Section will issue two letters:

a) Letter of Sanction to the Department / Office confirming the details and requesting that bank branch manager is supplied with the names and signatures (originals) of each of the officer authorised to operate on the account.

b) Confirmation letter to the nominated bank informing them that sanction has been provided.

- There are two types of sanction requests:

- **New Account:** requests to open a new bank account.

- **Change of Use:** Request to change the title or use of a public bank account.