

Guidelines For Lodging Cheques Into SELB Accounts

Bank And Post Office

- I. **All** cheques being lodged into the Board's account should be made payable to SELB.
- II. Please ensure that any lodgement docket accompanying a cash or cheque lodgement is completed fully with the name of the School / Kitchen / Out Centre recorded on it.
- III. All cheques should have the name of the School / Kitchen / Out Centre recorded on the back, as personal account names have no meaning to Board Staff if a cheque is returned for any reason.

Post Office Only

- I. Cheques should **not** be made payable to Post Office Counters, regardless of information given by local Postmasters. This instruction has come directly from Post Office Headquarters in Glasgow. **All cheques should be made payable to SELB.**
- II. The SELB account number should be recorded on the back of each cheque. You will find this number listed on the front of your blue cheque envelope.
- III. All cheques should be sealed in a blue Alliance & Leicester cheque envelope. Follow the instructions given on the front of this envelope carefully.
- IV. A cheque summary sheet should be completed for every cheque lodgement made (photocopies of the cheques may be kept if you find this an easier method of keeping information).
- V. If you encounter any difficulties at your local Post Office regarding making cheque lodgements, or indeed any type of lodgement please ring the Cashier's Office at Board HQ. We will be happy to help.

Telephone – 028 3751 2517