

Hon. Mr Macfarlane

**CHRISTCHURCH TRAMWAY DISTRICT
AMENDMENT**

[LOCAL]

ANALYSIS

Title	2. How money to be withdrawn from bank
1. Short Title	3. Board may establish an Imprest Account

A BILL INTITULED

**An Act to amend the Christchurch Tramway District Act
1920**

BE IT ENACTED by the General Assembly of New Zealand
5 in Parliament assembled, and by the authority of the same, as
follows:

1. Short Title—This Act may be cited as the Christchurch
Tramway District Amendment Act 1963, and shall be read
together with and deemed part of the Christchurch Tramway
10 District Act 1920 (hereinafter referred to as the principal
Act).

2. How money to be withdrawn from bank—(1) No money
shall be drawn out of the bank except by authority of the
Board.

(2) It shall be lawful for any money to be paid by the Board by cheque signed by the Accountant or the Assistant Accountant and countersigned by the General Manager, or any other responsible officer of the Board whom the Board by resolution from time to time appoints for a defined period for the purpose of signing cheques. A schedule of all amounts to be paid in this manner shall be prepared and submitted to the Board for approval. 5

(3) Notwithstanding anything in subsection (2) of this section, it shall be lawful, with the prior consent in writing of the Audit Office, and subject to such conditions as the Audit Office prescribes, for any money to be paid by the Board by cheque issued by means of a cheque-writing machine, and every such cheque issued by means of such a machine and bearing a facsimile of the signatures of the persons authorised pursuant to the provisions of this section to sign and countersign cheques, shall be deemed to have been duly signed and countersigned in accordance with the provisions of this section. 10 15

(4) Section 65 of the principal Act is hereby repealed.

3. Board may establish an Imprest Account—(1) The Board may, pursuant to a resolution in that behalf, establish an Imprest Account, which shall be kept at the bank. 20

(2) The Imprest Account may be held jointly in the names of and be operated on by the General Manager and one other person to be appointed in that behalf by the Board, or may with the express approval in writing of the Audit Office, but not otherwise, be in the sole name of and be operated on by the General Manager or other approved officer of the Board. Where the Imprest Account is held jointly in the names of the General Manager and of one other person as aforesaid, the last-mentioned person shall be either a responsible officer of the Board or a member of the Board. 25 30

(3) The Board shall from time to time by resolution fix the maximum amount that may be held at any time in the Imprest Account, not exceeding seventy-five pounds in any case where the Imprest Account may be operated on by one person acting alone, and not exceeding such amount as the Audit Office may approve in any other case. 35

(4) Money in the Imprest Account shall be available only for the payment of wages and of emergency expenditure. A statement of all payments made from the Imprest Account shall be submitted to the Board for approval at its first 40

ordinary meeting thereafter. The payment of money out of the Imprest Account for any purpose not hereby authorised shall be deemed to be the misappropriation of the funds of the Board.

- 5 (5) The provisions of section 64 of the principal Act and section 2 of this Act shall be read subject to the provisions of this section.