

Timeline

Opening a bank account

1.5

ACTION	PROCESSOR	DATE	DETAILS	COMMENTS
Get advice - manager/designated official at Bank/Building Society				
Personal identification details to bring				
Arrange meeting with all involved/bank official				
Festival/Event trading title				
Appoint signatories and obtain signatures				
Complete documentation				
Advise funding sources of bank details				
Interim arrangements set up				
Arrange monthly bank statements				
Income and expenditure records				
Budget maintenance systems (2.4 draft budget)				