

*a history of banking
role of the banks 2
the movement of note*

银行专业英语

译注读物

*how to handle cheque
the clearing system
borrowing from a bank
banks & computers
banks and overseas trade
the balance of payments
how a banker looks at*

中国金融出版社

银行专业英语译注读物

(上)

中国金融出版社

银行专业英语译注读物
(二)

中国金融出版社 出版
新华书店北京发行所发行
北京海淀天信公司 排版
北京印刷一厂 印刷

*

787×1092 毫米 1/32 3.375 印张 72 千字
1989年11月 第一版 1989年11月 第一次印刷
印数: 1—10500
ISBN7-5049-0499-6/F·149 定价: 1.35 元

译 注 说 明

《银行专业英语译注读物》选自英国银行教育中心(BES)的教材,全套共六册。

这套书扼要地介绍了英国银行的起源、职能、业务和管理技巧,以及一些与国际金融有关的知识。其文字简练,内容通俗,适合已具有中等英语水平的金融专业干部、大中专师生和业余爱好者学习专业英语时参考和使用。我们希望它能有助于提高读者的专业英语水平,并扩大专业知识面;但对书中的某些观点,有待读者去鉴别和分析。

本书的各分册均包含三个部分:原文、注释、汉译文。考虑到读者已有一定英语水平,我们只对书中的专业词汇和较难理解的词句作了注释;至于英语基础语法和专业本身的理论和实务,则没有作为重点加以说明。

本册内容由《纸币和铸币的流动》、《怎样使用支票》、和《票据交换系统》三部分构成。其中《纸币和铸币的流动》和《怎样使用支票》由北京化工学院纪聿娴翻译,《票据交换系统》由中国银行青岛分行的同志翻译,全书由湖北银行学校李新章、张鸿绂注释。全书由中国银行总行纪蘅同志总校订。在校订时,吸取了暨南大学吴俊麟和吴振新

两同志的意见。限于注、译、校者的英语和业务水平，加之时间匆促，书中不免有不妥和错误之处，请读者批评指正。

中国银行教材编审小组

Contents

(目 录)

一、 THE MOVEMENT OF NOTES AND COINS	(1)
1. INTRODUCTION	(2)
2. WHY CASH NEEDS TO BE MOVED	(2)
3. TOO LITTLE, TOO MUCH OR JUST RIGHT?	(4)
4. BRANCH REQUIREMENTS	(5)
5. HOW CASH IS MOVED	(6)
6. INSURANCE OF CASH IN TRANSIT	(7)
7. DESTROYING OLD NOTES	(8)
8. BULLION CENTRES.....	(8)
9. A VALUABLE SERVICE TO THE WHOLE COMMUNITY	(9)
10.LEGAL TENDER	(10)
 注 释	 (12)

一、纸币和铸币的流动 (20)

- 1. 引言 (21)
- 2. 现金需要流动的原因 (21)
- 3. 太多, 太少, 还是正好? (23)
- 4. 分行的需要 (24)
- 5. 现金如何流动 (24)
- 6. 在途现金保险 (25)
- 7. 销毁旧纸币 (25)
- 8. 金库中心 (26)
- 9. 对全社会的宝贵服务 (26)
- 10. 法定货币 (27)

二、HOW TO HANDLE CHEQUES

..... (29)

- 1. A CHEQUE..... (30)
 - (a) What is it?..... (30)
 - (b) Its purpose..... (30)
 - (c) Who can use it?..... (31)
- 2. PAYING BY CHEQUE (31)
 - (a) Opening an account (31)
 - (b) Obtaining a cheque book (33)
 - (c) "Crossed" and "open" cheques (33)
 - (d) Filling in the details (35)
 - (e) Lost and stop cheques (36)

3. CHEQUE CARDS	(37)
4. RECEIVING CHEQUES	(37)
5. KEEPING A RECORD	(38)
注 释	(40)
二、怎样运用支票	(47)
1. 支 票	(48)
(a) 什么是支票?	(48)
(b) 支票的目的	(48)
(c) 谁能使用支票?	(49)
2. 用支票支付	(49)
(a) 开立帐户	(49)
(b) 领取支票簿	(50)
(c) “划线”支票和“不划线”支票	(51)
(d) 填写内容细节	(51)
(e) 遗失和止付支票	(52)
3. 支票卡	(53)
4. 收到支票	(53)
5. 保存记录	(54)
三、THE CLEARING SYSTEM	(55)
1. INTRODUCTION	(56)
2. THE BANKERS' CLEARING HOUSE	(58)

3. THE DAILY CLEARING	(60)
(a) The Town Clearing	(60)
Procedure	(61)
Unpaid Cheques	(62)
(b) The General Clearing	(63)
Procedure	(65)
Unpaid Cheques	(66)
(c) The Credit Clearing	(67)
(d) Bankers' Automated Clearing Services Limited	(68)
(e) The Daily Settlement	(70)
4. OTHER CLEARING CHANNELS	(71)
(a) Inter-Branch Clearing	(71)
(b) "Walks" and Agency Arrangements	(72)
(c) Clearing Scottish & Irish Cheques	(73)

注 释	(74)
-----------	------

三、 票据交换系统	(82)
-----------------	------

1. 绪 言	(83)
2. 银行票据交换所的历史	(84)
3. 日常票据交换	(85)
(a) 市区票据交换	(86)
程 序	(87)
拒付支票	(87)

(b) 一般票据交换	(88)
程 序	(88)
拒付支票	(90)
(c) 收款凭单交换	(90)
(d) 银行业自动清算服务有限公司 (BACS)	(91)
(e) 日常结算	(92)
4. 票据交换的其他渠道	(93)
(a) 银行机构内部交换	(93)
(b) “跑街”收款和代理安排	(94)
(c) 苏格兰及爱尔兰票据的交换	(95)

一、 THE MOVEMENT OF NOTES AND COINS

1. INTRODUCTION

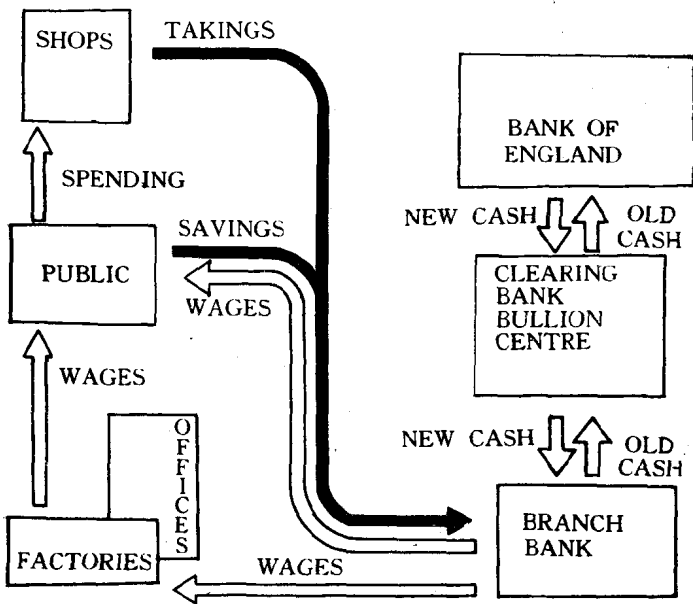
Of the many services that the banks provide to the community, there is one service¹ that is often taken for granted. That is the task of maintaining a smooth flow of bank notes and coin² throughout the country. Surplus currency³ is taken from an area having more than it requires to be redistributed⁴ in those areas that do not have sufficient. The purpose of this booklet is to explain why and how this is done.

2. WHY CASH NEEDS TO BE MOVED

Notes are printed⁵ at the Bank of England and coins are minted⁶ at the Royal Mint, but most of the cash that the public uses comes from the many branches of the banks. When money is spent, it finds its way back to the branches of the banks. Thus the nation's currency is repeatedly passing through the banking system⁷.

Cash does not move evenly⁸ throughout the country when it is in the hands of the public. Sometimes cash drawn

from the banks in a small district or area may be spent over much larger areas – for example, wages paid to factory workers will be supplied from a few banks in an industrial district⁹ and then spent in shopping areas¹⁰. Also cash spent over a wide area may often be paid into a few city banks – a typical example of this would be money paid for bus fares¹¹.



There is too, a heavy movement of cash at particular seasons¹². Christmas shopping will transfer money from many suburban areas into a town or city; holiday spending will move large amounts of money from inland residential areas to country and coastal resorts¹³.

Another factor that affects the distribution of money¹⁴ is the introduction of new notes and coin and the withdrawal of notes and coins that have become badly soiled, torn or obsolete¹⁵.

3. TOO LITTLE, TOO MUCH OR JUST RIGHT?

If all parts of the community are to be adequately¹⁶ supplied with notes and coin, then every local bank branch must be supplied. The simplest way to achieve this would be for every branch of every bank to be loaded with cash, and then, when the supply is getting low, to provide further supplies. Such stock-piling¹⁷ in branch strongrooms all over the country would mean an immense waste¹⁸ – vast sums of money lying idle¹⁹ when it should be doing useful work. To ensure that too much money is not lying idle, every branch estimates²⁰ its needs in advance, usually each week.

Since bank branches are receiving cash and paying out

cash all the time, they will fall into one of three groups.

(1) Branches that, week by week, pay out more notes and coin than they receive. They will need to "import"²¹, either notes or coin. A branch in a mainly industrial area is likely to be an "importer" because employers' cash withdrawals for weekly wage payments will usually exceed²² payment-in from other sources.

(2) Branches that, week by week, receive more notes and coin than they pay out. Such branches will acquire a surplus which they will return, at intervals²³, to their central source of supply. They will, in effect, "export"²⁴ currency, either notes or coin. A branch in a large shopping area is likely to be an "exporter" because currency payments-in by the local tradesmer²⁵ will tend²⁶ to exceed withdrawals.

(3) Branches whose payments-in over a given period more or less balance their payments-out.

4. BRANCH REQUIREMENTS

Over a period, branch managers are able to estimate quite accurately what their cash situation²⁷ is likely to be and to act accordingly. Managers having surplus cash will know how much they can safely return to their central source; those managers requiring cash will know how much they need *from* their central source.

This is not to say that forecasting²⁸ cash requirements is a simple matter²⁹. Trends can alter³⁰ rapidly, and a branch can change from being an “importer” to an “exporter”³¹ according to the season of the year, e.g. seaside branches.

In order to ensure that the surplus cash that is lying idle in branch strongrooms all over the country is kept to a minimum³², the banks must forecast their cash requirements as accurately as possible. Wrong estimates can prove wasteful in terms of time, labour and transport since coin in particular is bulky and costly to move around³³. To limit this movement—cost as far as possible, local arrangements are often made between banks in the same area — for it can happen that of two banks in the same road, one can be an “importer” and the other an “exporter”. Much depends upon the type of business each branch has. In general, however, it is the responsibility of each bank’s bullion department to supply branches with cash and to take away their surplus.

5. HOW CASH IS MOVED

The bullion department of any bank may work in one of two ways: either it is centralised at its head office, or it conducts its operations through local cash depots strategically situated in various parts of the country³⁴ — the method will depend on the bank’s spread of business³⁵ and on its internal

administration. In either case, the movement of cash involved will be very large. Both road and rail transport are employed and increasing use is being made of security carrier companies³⁶.

The Scottish banks issue their own bank notes and these circulate in Scotland alongside Bank of England notes. Distribution and collection are directed from the head offices of the Scottish banks. There are also special local organisations in Scotland for the exchange of notes – places where one bank can dispose of its holding of another bank's notes. In the main³⁷, however, Scottish bank notes move along channels within the national banking system as they do in England and Wales.

6. INSURANCE OF CASH IN TRANSIT³⁸

All cash that is in transit is insured by the banks. This is done through the insurance companies³⁹ or by the setting up of the banks' own internal funds⁴⁰, action as their own insurers and paying regular "premiums"⁴¹ to these funds. Bank notes sent through the post⁴² are insured by registration⁴³, although compensation⁴⁴ is limited to a maximum of £500.