

SLINDON PARISH COUNCIL



INTERNET BANKING POLICY

First adopted 8 November 2021

Minute reference: 93 (ii)

Background

The Legislative Reform (Payments by Parish Councils, Community Councils and Charter Trustees) Order 2014 came into effect on 12th March 2014. This Legislative Reform Order repeals the statutory requirement for two elected members to sign cheques and other orders for payment. The removal of this particular legal requirement has allowed Parish Councils to take an overall approach to how it controls its money as well as taking advantage of modern technology including internet banking.

The Parish Council acknowledges the need to maintain robust controls on payments as an integrated part of its overall financial control system.

Account Details

The Parish Council holds accounts with Unity Trust Bank: current and savings accounts.

The amounts held with each bank will be under the FSCS limit of £85000.

The current account is organised with the bank to require internet payments to be set up by one user and authorised by two signatories. This is in accordance with the guidance on page 14 of the document "The Good Councillor's Guide to Finance and Transparency" that states – "Where electronic banking is used, arrangements should ensure that at least two people are involved in any transaction, one of whom must be a member".

Account Signatories

Three Councillors and the Clerk have access to the accounts:

- The Clerk has the power to view the accounts and submit payments and standing orders for authorisation.

- The Councillors have powers to view the accounts and authorise transactions submitted by the Clerk. Two authorisers are required to progress a transaction.

Internet Banking Procedure

Payments will be made by internet banking wherever possible. The following sentences set out the principles and procedures of operation of the online account with particular attention to the raising of payment requests and their authorisation. The actual process of operating the online account will be the subject to the rules and security authorisation process of the bank:

- The Council's Financial Regulations 6.10 - 6.17 will be adhered to for internet banking.
- All orders for payment will be verified for accuracy by the Parish Clerk/RFO.
- Once an invoice is received, the Parish Clerk/RFO will set up the payment and inform the Councillor signatories by email providing a copy of the relevant invoice.
- On receipt of the email the Councillors will cross reference the invoice to ensure there are no discrepancies/bank details match, satisfy themselves of its authenticity and will then authorise the payment.
- The Councillors who authorise the payment will confirm they have done so to the Parish Clerk/RFO, an electronic audit trail of authorisers is maintained online.
- A list of all payments will be prepared by the Parish Clerk/RFO and presented to each meeting of the Council.
- The list will be checked against the invoices and bank statement by at least one Councillor and signed off.