

KNIGHTON ON TEME PARISH COUNCIL

ONLINE BANKING TRANSACTIONS - AUDIT POLICY

APPROVED MIN. NO. 7d DATE: 1/9/2020

These arrangements clarify existing requirements under financial regulations section 6.

CHEQUE PAYMENTS

Cheques must be signed by two mandated signatories and mandated signatories must view the invoice before signing and initialling the counterfoil.

ONLINE PAYMENTS

Council to appoint two existing mandated signatories to authorise all bank payments.

The Responsible Financial Officer (RFO) will make online banking payments outside of meetings when needed in circumstances where formal authorisation for payments cannot wait until the monthly meeting and will obtain e-mail authorisation from two mandated signatories.

Regular standing order payments authorised at the Annual meeting may be made within budget by the RFO but MUST be reported to the next available council meeting.

Before making payments clerk will scan invoices and e-mail these with a request for authorisation to mandated signatories.

Mandated signatories should not approve online payments if they have not had sight of the invoice related to that payment.

The RFO will set up payments online once authorisation from two mandated signatories has been obtained.

The RFO will maintain these e-mail authorisations on file and ALL payments made week by week during the preceding month MUST be reported to the Council at monthly meetings.

All payments presented to monthly Council meetings will need to be signed by two mandated signatories.

RFO may (at the discretion of the Council) be issued with a debit card for incidental or online purchases – max spending limit £500 in line with financial regulations. Any expenditure to be authorised in advance where needed (as for online payments above), or in line with Clerk/RFO delegated spending authority. Card statements, payments and supporting invoices/paperwork must be reported to monthly council meetings.

Release of online payments

- The RFO sets up and releases the payment online.
- With authorisation from two mandated signatories (e-mail or written)
- By formal approval at a monthly council meeting.
- Regular standing orders may be amended if it is necessary to do this between meetings IF they are approved at Annual meeting and payments are within budget and the amendment needed is within 10% of usual monthly payment providing they are reported at next available meeting.

A register of payees sort code and account number will be held which must agree with those quoted on the invoice (or for regular payments that they have not been changed from those held on banking system files). Changes to bank details MUST be verified by the recipient before authorising the payment. This register will be made available to mandated signatories only.