

Rivington Parish Council Internet Banking Policy

Background

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 This legislative Reform order repealed the statutory requirement for two elected members to sign cheques and other orders for payment.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

Rivington Parish Council acknowledges the need to maintain robust controls on payments as an integrated part of its overall financial control system and the Internet Banking Policy will form part of its Financial Regulations.

Account details

Online payments refer to the council's current Bank Account held at TSB with internet banking facilities for the day-to-day payment of invoices and receipt of any income.

- All requests for payment will be verified for accuracy by the Clerk.
- Wherever possible, payments will be made using online banking.

Procedure

The following bulleted 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 subject to the rules and security authorisation process of the agreed bank.

- i. The Clerk will raise the payment request and send via email for payment to one of three Councillors who are authorised signatories of the account, copying the other two Councillors for info and audit purposes.
- ii. The Councillor will confirm by email to the Clerk once payment has been made, copying the other two Councillors.
- iii. Clerk will confirm by email to Payee that payment has been made and request confirmation that the sum has been received.
- iv. Once Clerk has received confirmation from Payee they will signoff as complete and file relevant documents.