



Tongham Parish Council

Internet Banking Policy

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 2 elected members to sign cheques and other orders for payment.

The removal of this particular legal requirement will enable the Parish Council 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 upholds the need to maintain robust controls on payments as an integral part of its overall financial control system and proposes an Internet Banking Policy as part of its Financial Regulations.

The Parish Council holds two accounts with the Natwest bank, one reserve account and one current account. The signatories of cheques and to authorise online banking payments are:

1. The Clerk
2. The Chairman, Cllr Les Oakley
3. Cllr Jenny Evans
4. Cllr Alison Carey

Procedures

All orders for payment will be certified for accuracy by the Clerk, i.e. has the work been done, service provided, goods supplied.

A schedule of all payments will be prepared by the Clerk and presented at each meeting of the Council as part of the ongoing Financial Statement checks; this will be signed by the Chair of the Finance Committee or in the case of absence, the Chair of the meeting.

Wherever possible payments will be made by online banking. The Clerk will raise the payment and an authorised signatory will authorise it. A copy of the relevant invoice/ payment request will be sent by the Clerk to the authorising Councillor with a request for this action. The actual process of operating the online account will be subject to the rules and security authorisation process of the bank.

Where a payment is to be made by cheque, the Clerk will raise and sign the cheque which will be authorised by two councillors from the above list.

A nominated Councillor (preferably the Chair of the Finance Committee) will check the monthly Financial Statements (FNST) and this will be minuted at each meeting of the Council.

This Councillor must NOT be an authorised signatory to the accounts and will not be able to authorise payment requests.