

LITTLE BROMLEY PARISH COUNCIL

INTERNET BANKING POLICY / Standing Orders

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 will enable Parish Councils to take an overall approach to how it controls its money as well as taking advantage of modern technology including internet banking.

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

Account details

Little Bromley Parish Council has an account with Barclays Bank. This account is organised with the bank to require internet payments to be 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 where it states – *"Where electronic banking is used, arrangements should ensure that at least two people are involved in any transactions, one of whom must be a councillor"*.

Account signatories

The following are signatories on the account:

- Cllr J Buxton (with internet access)
- Cllr I Smith (with internet access)
- Cllr C Barrett (with internet access)
- The Clerk (with internet access)

Internet Banking Procedure

Payments will be made by internet banking where possible. The following sentences (a – e) 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:

- a. The Councils Financial Regulations will be adhered to for internet banking.
- b. All orders for payment will be verified for accuracy by the Parish Clerk.

- c. A schedule of all payments shall be prepared by the Parish Clerk and presented at each meeting of the Council together with any supporting invoices or other documentation for approval. The approved schedule will be initialled by the Chair of the meeting.
- d. Once payments have been authorised, the Parish Clerk will set up the payments and inform one of the Councillors signatories with internet access by email/text.
- e. On receipt of the email/text the Councillor will authorise the payment, cross referencing with the schedule which was agreed at the meeting to ensure there are no discrepancies.