Internal Banking Policy

INTERNET BANKING AND ELECTRONIC PAYMENTS

Payment of invoices online saves time and money – no envelopes or stamps required, and the authorisation can be done remotely at any time. The payment is received in the creditor's account within two working days; and the creditor does not have to take a cheque to their bank.

The controls and approvals, properly used, are as secure as the existing cheque system. The Responsible Financial Officer may 'view and submit' online but may not authorise a payment. Signatories may 'view and authorise' what the RFO has entered but may not set up a beneficiary or a payment themselves.

The RFO will continue to provide Bank Statements and reconciliation with the Scribe accounting package to the Council meeting at least quarterly.

The Council will endeavour to have a minimum of three Councillors as authorised signatories at any one time.

Current position: AUGUST 2026

Leziate Parish Council has two accounts with Unity Trust Bank:

• a Current Account with cheque and internet banking facilities for the day-to-day payment of invoices and receipt of any income; and

• a Reserve Account for any reserve funds that the Council might hold

Three councillors are authorised signatories.

POLICY

1. Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Administrator. The RFO will have 'view and submit only' authorisation and will be able to transfer funds between accounts held at the same bank.

2. The Bank Mandate approved by the council shall identify a minimum of three councillors as Signatories who will be authorised to 'view and approve only' transactions on those accounts.

3. Access to internet banking accounts will be directly to the bank's log-in page (which may be saved under "favourites") and not through a search engine or e-mail link.

   Remembered or saved password facilities must not be used on any computer used for council banking work. Breach of this requirement will be treated as a very serious matter.

4. The council, and those Signatories using computers for the council's internet banking, shall ensure that anti-virus, anti-spyware and firewall software with automatic updates, together with a high level of security, is used. Signatories may request reimbursement for the installation and annual update of such software on their personal computers.

5. No employee or councillor shall disclose any PIN or password, relevant to the working ofthe council or its bank accounts, to any person not authorised in writing by the council ora duly delegated committee.

6. All transactions require two Signatories to authorise.

7. Payment for utility supplies (energy, telephone and water) and any Non- Domestic Rates may be made by variable Direct Debit provided that the instructions are signed by two Signatories and any payments are reported to council as made. The approval of the use of a variable Direct Debit shall be renewed by resolution of the council at least every two years.

8. Payment for items may be made by internet banking transfer BACS, provided that evidence is retained showing which members approved the payment.

9. Standing Orders in place for Staff costs.

PROCEDURE

Procedure for **Paying** Beneficiaries:

a. All invoices and requests for payment will be verified for accuracy by the RFO.

b. RFO will list all payments required on the agenda for each meeting of the Councillor approval. Invoices or other documentation will be approved by the Chairman via online approval. Copies of the approval to be added to the monthly finance folder.

c. Wherever possible, payments will be made using online banking.

d. Two authorised Signatories will confirm the payments online.

e. Where payments are required in between meetings the Parish Clerk will email copies of the invoices requiring payment to the Signatories before setting up a beneficiary and/or placing a payment request online.

f. Signatories may not authorise a payment to themselves.

g. All requests will be emailed to all Signatories.
