

Llandwrog Community Council

On Line Payments & Banking Policy

Background

The Legislative Reform (Payments by Parish Councils, Community Councils and Charter Trustees) came into force on 12th March 2014. This Legislative Reform Order removes the statutory requirement for 2 elected members to sign checks and other orders for payment. This specific legal requirement enables the Community Council to take a general approach to how it manages its finances as well as take advantage of modern technology including internet banking.

The Community Council recognizes the need to maintain sound payment controls as an integrated part of its overall financial management system and proposes an Internet Banking Policy as part of its Financial Regulations.

Bank Account Details

The Community Council has 2 accounts with HSBC as follows

- Current Account with check and internet banking facilities for day to day payment invoices and receive any income.
- Deposit account for any reserves.
- Cheques must be signed by the Manager and any 2 of 5 members authorized by the Council at its annual meeting

Procedures

- a. The Finance Manager will check that all payment orders are correct
- b. The Manager must prepare a schedule of all payments and submit it to each meeting the Council together with any supporting invoices or other documentation for approval. The Chair will sign the schedule at the meeting.
- c. Whenever possible, payments are made using online banking. The following bullets set out the principles and procedures for operating the online account with particular attention to raising and authorizing payment requests. The actual implementation of the account's online payments will be subject to the bank's authorization and security process.
 - The Manager will raise requests
 - Two authorized Councillors will confirm payments online (from a list of authorized Councillors)
 - When payment is to be made by cheque, the cheque will be signed by the Manager and two authorized members
 - The manager will enter the bank details of all suppliers on the payment schedule with a copy of all the invoices.

Adopted by the Council on _____