# THORPE MALSOR PARISH COUNCIL

## INTERNET BANKING PROCEDURE
## (INTERIM)

Signed: Cllr Stevenson (Chair)

Date: 31st March 2025
Date of next review: September 2025

| Date | Revisions |
|---|---|
| 25/08/20 | Date adopted |
| 11/01/21 | Signed without amendment |
| 01/07/21 | Signed without amendment |
| 20/01/22 | Signed without amendment |
| 19/01/23 | Signed without amendment |
| 31/03/25 | Signed without amendment |

## 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 enables 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 acknowledges the need to maintain robust controls on payments as an integrated part of its overall financial control system and is adopting the following Internet Banking Procedure as part of its Financial Regulations.

These following procedure will apply to all online payments approved by the Council and will be reviewed on a regular, ongoing basis to ensure its effectiveness.

## Procedure

1. All orders for payment will be verified for accuracy by the Parish Clerk.

2. A schedule of payments will be prepared by the Parish Clerk and presented to each meeting of the Council for approval, together with any supporting invoices or other documentation.

3. Wherever possible, payments will be made using online banking. The process of operating the online account will be the subject to the rules and security authorisation process of the bank.

4. Online payments will be raised by one of the two authorised signatories and the payments, once made, will be confirmed to the second authorised signatory and the Internal Controls Officer, for verification.

5. Where a payment is to be made by cheque, the cheque will be signed by either of the authorised Councillors who shall also initial the counterfoil.

6. Where settlement of an invoice is required urgently between meetings, the Parish Clerk will email copies of the invoice(s) requiring payment to the Chair for authorisation.

7. Where an invoice or other payment, that has been duly approved, is to be made to one of the two authorised signatories, that payment must be actioned by the second signatory.

8. The Internal Controls Officer will verify that payments have been made according to the Schedule of Payments approved by the Council and confirm this at the next meeting of the Council.

9. The Internal Controls Officer will check the quarterly bank reconciliation for accuracy and confirm this at the next meeting of the Council.