**Glemsford Parish Council**

INTERNET BANKING AND ELECTRONIC PAYMENTS POLICY

**POLICY**

 1. Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Administrator. The RFO will have ‘view only’ authorisation.

2. The Bank Mandate approved by the council shall identify councillors as Signatories who will be authorised to ‘set-up and approve only’ transactions on those accounts. All transactions will be set up and authorised under dual-control as per the signatory mandate.

3. 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.

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

5. New beneficiary details and changes to beneficiary details used for internet banking must be supported by hard copy or email notification for checking and authorisation by two Signatories.

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 or CHAPS provided that evidence is retained showing which members approved the payment.

**PROCEDURE**

Procedure for Setting up Beneficiaries:

a. RFO emails a copy of the BACS details of the beneficiary to the Signatories.

b. Two Signatories check the details and authorise the beneficiary.

Procedure for Changing Beneficiary details:

1. RFO emails a copy of the new BACS details of the beneficiary to the Signatories.
2. Two signatories check the details and authorise the beneficiary

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 finance report for each meeting of the Council for approval.

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. Two signatories will check the details and authorise payment

 f. Signatories may not authorise a payment to themselves.

Adopted: Dec 2021