



WOODCHURCH PARISH COUNCIL

INTERNET BANKING POLICY

Adopted by Woodchurch Parish Council on:	DRAFT
Review frequency:	Annual
Next review date:	DRAFT
Councillor(s) responsible	DRAFT

INTERNET 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 described below are in place to ensure that Parish Council banking procedures remain secure. Whilst it is possible for an individual with access to the Parish Council Internet Banking to undertake transactions alone, it is the policy of the council that this is not done. Breach of the policy detailed below will be treated as a very serious matter.

Current Position: December 2019

Woodchurch Parish Council had two bank accounts with Lloyds 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
- All councillors are authorised signatories, including the Chairman and vice-Chairman.
- Three councillors have authorised access to Internet Banking.
- The Responsible Financial Officer has non-signatory access to the Parish Council Internet Banking, which gives them read-only access to the bank account details.
- Two councillors have named debit cards issued to them associated with the Current Account.

POLICY

Authorisation

1. Agreement for a payment will be deemed to have been given if it has been approved at a formal Parish council meeting, AGM or EGM, where a quorum of Parish Councillors is present.
2. A payment may only be authorised outside of a meeting in an emergency. This will require the written agreement of a quorum of Parish Council members, one of which must be the RFO and another must be either the Chair or Vice Chair. Should the RFO not be available then the written agreement of both the Chair and the Vice Chair is required. This decision must then be ratified at the next Parish Council meeting.

Payments by cheque

1. The Responsible Financial Officer (RFO) will retain the cheque book and will be the person primarily responsible for the writing of cheques. This can be delegated to either the Chair or Vice Chair for a specified period when previously agreed by the Parish Council.
2. All cheques must be signed by two authored signatories.

Payments by debit card

1. The Responsible Financial Officer (RFO) will retain the debit cards.
2. The named card holder will retain the PIN number associated with their card.
3. Should a payment need to be made using a debit card, this must be for a purpose that has been previously approved by the Parish Council.
4. Once authorised, the RFO will give the debit card to the named card holder to make the payment. Once completed the card should be returned to the RFO at the earliest opportunity along with all relevant supporting documentation.

Payments and transfers online (Internet Banking, BACS, CHAPS)

1. Online payments and transfers must be authorised by the Parish Council prior to them being made.
2. Two authorised signatories must be present whilst an online payment is made, one of which must be a councillor who is authorised for Internet Banking by the Parish Council.
3. New beneficiary details and changes to beneficiary details used for internet banking must be previously authorised by the Parish Council.
4. 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 to store any information or passwords associated with the Parish Council banking.
5. 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.

General

1. The RFO will present the financial summary to the Parish Council at each meeting. They will specifically detail all payments and transfers that have been made through Internet Banking or by debit card since the previous report.
2. 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.
3. 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.

4. Standing Orders will not be used.