



Electronic Payments Policy

Adopted by Marden Parish Council on: 9th May 2017
Reviewed on: 26th June 2018 / 30th July 2019 / 6th April 2021
Review date: April 2022

Office Opening Times:
Mondays, Tuesdays & Fridays 10am - 12 noon
www.mardenkent-pc.gov.uk
Email: clerk@mardenkent-pc.gov.uk
Parish Council Finance – Electronic Payments

FINANCE

ELECTRONIC PAYMENTS POLICY

1 BACKGROUND

The Council records all its financial transactions on Rialtas Software. This provides reports for reconciliation and budget monitoring.

Currently tasks include the following and are undertaken by the Responsible Financial Officer (RFO):

Income

Records all income into the accounting system

Expenditure

All items for expenditure are submitted for payment to Council. Once authorised entered in the accounting system

Authorisation

Three Councillors sign cheques and two Cllrs authorise online transactions with the RFO inputting the information.

Reconciliation

Undertaken monthly on receipt of bank statements. Monthly report circulated to all Cllrs.

All involved are asked to be aware of, and report, irregularities. This should either be to the Clerk, Chairman of the Council or Chairman of the Finance Committee depending on the concern and whether it's a concern potentially linked to an individual.

2 WHAT AM I AUTHORIZING AND WHY?

To authorise electronic payments you will need to access the Council's Unity Trust Bank account, your password is for an individual and should not be shared with anyone but yourself. As much as possible the Council has tried to keep it simple whilst allowing every transaction to be traced.

Two Councillors will be asked to authorise transactions following payments/transfers being signed off at a Council or Committee meeting of Marden Parish Council.

3 PAYMENTS/RECEIPTS FOLDERS

These are in paper format and are kept in the Parish Office. All Cllrs can view these and both invoices and receipt slips are filed monthly.

4 BACS PAYMENTS

Electronic banking will be made from the Unity Trust account.

The relevant invoice is put before Cllrs, agreed by all in attendance and initialed by the two Cllrs permitted to authorise the relevant payments. A copy of the list of all payments due will be provided to these two Cllrs. The Clerk, or in her absence the Deputy Clerk, will enter the payments onto the Unity Bank online system and email the two Cllrs for authorisation.

5 SALARIES

All staff salaries are paid from the Unity Bank account via bank transfer.

Details of the salary payments are provided each month to Cllrs at the most appropriate meeting. All Cllrs to agree, and two Cllrs proposed, to authorise the payments. Copies will be kept and filed in the relevant employee's personal file.

6 CHEQUES

Cheques will be issued from the Nat West Account.

There may be circumstances when cheques will still need to be issued. These will be presented to Full Council, or a Committee meeting, for authorisation and three Councillors to sign.

7 RECEIPTS

All cash and cheque receipts are paid into the Nat West Account.

BACS payments can be paid into Nat West or Unity Bank

These are processed in the Parish Office and are open to inspection by Councillors at any time.

8 UNITY BANK ACCOUNT AND LOGGING IN

Each Councillor and staff member who has access to the account(s) uses an individual personalised username and password. This should NOT be shared. There are 5 types of authorisation.

All submissions and authorisations are logged independently by the bank.

Always check:

Are the correct bank details shown?

If there is a reference, does it match up properly?

Is the value correct?

Are the usernames shown people you expect?

Remember:

If you have concerns about any transaction, **DO NOT** authorise it. Contact the office or Council Chairman immediately.

9 INVESTIGATION

Auditing Solutions Ltd, who are the current Internal Auditor, are available to undertake investigations should the need arise.

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