

## APPENDIX 1

### ONLINE PAYMENT PROCEDURES AND PROTOCOLS

#### PRINCIPLES OF PAYMENT

All supplier of goods/services to the Council (other than those requiring regular payment eg the Utilities for which the use of Standing Orders maybe more appropriate) will be reimbursed utilising the online BACS system.

In accord with the legislation governing the manner in which a Council deals with its finances all transactions will only be actioned by the Responsible Finance Officer or Town Clerk and must be authorised by two members of the Council who have been specifically authorised by the full Council to do so. Those authorised to this role are as below:-

#### ONLINE SIGNATORIES

Chair of the full Town Council

Chairman of Finance and General Purposes Committee

Vice Chairman of Finance and General Purposes Committee

#### SETTING UP NEW SUPPLIERS

A supplier may be only be added to the online payment list by either the Responsible Finance Officer or Town Clerk. A printout from the bank portal confirming the addition of the supplier will be taken in PDF format, and saved in a specified location on the Council server (LTC Network/Accounts/Suppliers Records)

At the same time the officer adding the supplier to the list will also add the suppliers details to the online supplier payments spreadsheet as set out below (to be saved on the Councils server in the above location.)

Date Added	Supplier Name	Suppliers Bank Details		Added to Online Banking by	Authorised by and date	Details of Alteration Required	Alteration to online bank details made by and date	Alteration Authorised by	Supplier Removed from Online banking by/date
		Sort Code	Acc No						

Once the supplier account details have been entered and registered online they must be authorised by one/two councillors (depending on the banks requirements). To facilitate these transactions an email will be sent to the authorised Councillors to notify them that the addition of a new supplier to the list has been actioned and is waiting to be authorised.

The person/people authorising the addition of a supplier should notify the office that the authorisation has taken place by the replying to the email using the “reply to all” option.

## **MONTHLY PAYMENTS**

The Council will make its payments according to the following schedule:-

Payment Date – 3rd Wednesday of the month

Payment Time – 4pm

The payment list will be created using Sage in the current format. This list will then be circulated by email to all members of the Finance and General Purposes Committee 48 hours prior to the date/time scheduled for payment.

The list should be reviewed and any queries raised with the originating officer by responding to the original email using the “reply to all” option; this allowing all members to be aware of the queries being raised and the responses to them from either the Town Clerk or the Responsible Finance Officer.

For non computer users the list of proposed payments will be available for inspection at the Town Council offices 48 hours prior to the payment date and time.

At the payment date and time all payments which have not been withheld for payment following the email correspondence will automatically be processed/authorised by the Town Clerk or Responsible Finance Officer. That person will send an email to the Councillors with authority to approve the payment. The Councillor(s) who authorise the payment(s) should, by using the original email and the “reply to all” function notify those involved that the payments have been authorised.

Any payments to be made to individual Councillors who are an online signatory must not be approved/authorised by that individual and this should be noted in the responding email so that another Councillor may authorise this individual payment.

A full list of payments will presented at the next Finance and General Purposes meeting i.e. February payments will be presented at the March meeting.

## **ONE-OFF PAYMENTS**

Any one-off payments that need to made in the period between payment dates will be paid and authorised as above and will then form the part of the following months payments main list.