LAUNTON PARISH COUNCIL

Online Banking Payment Procedure – DRAFT

The Clerk will receive the invoices or the grant payment sheet (which will include the appropriate payment details) and will include them in the Councillor Dropbox folder for the relevant month together with the payment sheet and an image of the online approval queue.

The Clerk will prepare the payments using the Co-op online banking facility. The payments will be set up for the date of the meeting. One Councillor will be selected to approve all the transactions for the meeting – normally in rotation.

Once the payments have been set up, the approval queue of the payments will be downloaded and supplied with the invoices. The approval queue gives details of the payee, their account number and the transaction date together with the amount to enable Councillor scrutiny.

If possible, before the meeting commences, the Councillors responsible for approval will inspect the hard copies of the invoices against the payment sheet and the online bank details to ensure that the payments are correct. The invoices and payment sheet should be initialled. The payments must be authorised online within five days of the meeting.

The Council will consider the payments at a Parish Council meeting in the usual way.

If there is an anomaly at any stage, the Councillor must reject the payment, and inform the Clerk of the reason so that it can be rectified.

This procedure was considered and adopted at a meeting on [xx] (Minute Reference xx) and will be reviewed in two years or when procedure dictates.

Draft 27 September 2022