

Wymeswold Parish Council
Bankline and Payments Best Practice Guidance
February 2021

This document has been created to outline the procedure for paying invoices received by Wymeswold Parish Council via our new online banking system Bankline. Bankline is a service created by NatWest Bank which enables us to manage our bank account(s) online and reduce the use of cheques. This document forms part of the WPC Financial Regulations.

- Step one: Invoice/payment request is received.
- Step two: Invoice is entered on to the expenditure spreadsheet.
- Step three: If the invoice is not electronic, it is scanned and save in the relevant month file.
- Step four: Invoice raised on Bankline before the last working day of each month.
- Step five: Email sent to Chair of PC and Vice Chair (must be 2 signatories) to advise that the payments have been raised together with the up-to-date version of the Expenditure Spreadsheet and an electronic copy of each of the invoices received.
- Step six: Invoices are uses as reference for approval by the two signatories on either the first working day of a new month OR the last working day of each month, dependant on due dates.
- Step seven: An email is sent to the Clerk to confirm that the raised payments have been approved.
- Step eight: A signed version of the electronic invoice is returned via email to the Parish Clerk.
- Step nine: A breakdown of the monthly expenditure is shared with members of the Parish Council at the Parish Council meeting which is held on the first Monday of each month.

Note: The Parish Clerk is paid on the last working day of each month via NatWest Bankline.

The Clerks salary payment is uploaded to Bankline a month in advance, so that payment is received no later than the last day of each month. Thus, meaning that the payment can be uploaded with a future payment date. Funds will NOT be released until their scheduled date.