

Wymeswold Parish Council Bankline and Payments Best Practice Guidance - March 2023

This document has been created to outline the procedure for paying invoices received by Wymeswold Parish Council via our 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.

The bank mandate approved by the Council shall identify a number of Councillors who will be authorised to approve transactions on those accounts.

The Council, and any Councillors using computers for the Council's financial business, shall ensure that anti-virus, anti-spyware, and firewall software with automatic updates, together with a high level of security, is used.

Procedure for payment of Invoices:

Step one: Invoice/payment request is received.

Step two: Invoice is checked and entered on to the expenditure spreadsheet.

Step three: If the Invoice is not electronic, it is scanned and saved in the relevant 'Invoices to be paid' online file.

Step four: Invoice raised on Bankline on/ before the last working day of each month.

Step five: Email sent to authorisers: Chair of WPC, Vice Chair and/or other authorised Councillor (must be 2 signatories) to advise that the payments have been raised together with an electronic copy of each of the invoices received.

Step six: Invoices are used as references for approval by the two authorisers.

Step seven: A breakdown of the monthly expenditure is shared with members of the Parish Council prior to and at the regular monthly Parish Council meeting where the invoices and expenditure are approved.

Step eight: The bank is reconciled monthly following the Parish Council meeting and payment date of invoices.

***Note:** Where an invoice is paying a Councillor's expenses, that Councillor shall not be an authoriser for that payment.

In exceptional circumstances the Parish Clerk (as Responsible Finance Officer) can approve emergency payments with subsequent confirmation of approval by authorised signatories.

Policy approved at the Wymeswold Parish Council meeting of March 6th 2023.
Next policy review date March 2024.