RANSKILL PARISH COUNCIL

ELECTRONIC PAYMENTS PROCEDURE

ISSUED 11TH SEPTEMBER 2024

This procedure is to outline the steps to be taken in making electronic bank payments.

- The PC receives an invoice, payslip or any other valid written request for payment
- The Clerk is to validate the invoice or document for sums >£300 with the: -
  - Chair
  - Vice Chair
  - or other current bank signatory in that order
- Once validated, the Clerk seeks permission to execute payment as follows:
  - Sums <= £300 at the Clerk's own discretion
  - Sums <= £3k, one authorised signatory
  - Sums > £3k, two authorised signatories
- The Clerk makes the payment online
- The Clerk presents a documented list of every payment at each Parish Council meeting together with a reconciled bank statement, income statement and the month end cash position for validation and approval by members

Chair of the Parish Council

Clerk of the Parish Council