

THORNBURY GROUP PARISH COUNCIL ONLINE BANKING PROCEDURE

1. ONLINE PAYMENTS

- The Council is to appoint two bank signatories and all must be able to authorise bank payments.
- The Clerk / RFO will make online banking payments after the bi-monthly Parish Council Meetings, as soon as is practicable.
- During months when no meetings take place this will be done as soon as can be arranged with signatories after seeking formal approval from all Members.
- Where formal authorisation for payments cannot wait until the next meeting, the Clerk will obtain email authorisation from all Members.
- Before making payments, the Clerk / RFO will present invoices to the Meeting with a request for authorisation to make payment.
- Bank signatories should not approve online payments if they have not had sight of the invoice related to that payment.
- The payment schedule presented to the Council at the bi-monthly council meetings will need to be signed by two bank signatories.

2. CHEQUE PAYMENTS

Cheques (& stubs) must be signed by two bank signatories and signatories must view and sign the invoice before signing.