

BREDFEILD PARISH COUNCIL ELECTRONIC PAYMENTS .

1. The Parish Clerk is the nominated Responsible Finance Officer (RFO). The RFO/Clerk will verify any orders for payment for accuracy.
2. The Bank Mandate approved by the council shall identify a minimum of two councillors as Signatories who will be allowed to authorise transactions on those accounts.
3. The RFO will act as the originator for any payment requests. The second person (authoriser) must then log on securely to Online Banking to check on any pending transactions to be approved. Once they log in, they will receive a notification and be directed to a 'payment authorisation' screen.
4. A schedule of payments to be made will be prepared by the Clerk and presented at a PC meeting, with supporting invoices or appropriate documentation for approval for payment by the PC.
5. Wherever possible, payments will be made electronically.
6. Payments may still be made, if necessary, by cheque, and these will require the signatures of two authorised Councillors.
7. If a payment is required between meetings, the Parish Clerk will e-mail details of the payment required, with copies of invoices or supporting documentation.
8. Access to internet banking accounts will be directly to the bank's log-in page and not through a search engine or e-mail link. Remembered or 'saved' password facilities must not be used on any computer used for council banking work.
9. Those Signatories using computers for the council's internet banking, shall ensure that anti-virus, anti-spyware and firewall software with automatic updates, together with a high level of security, is used.