



St. Anne's Town Council

Additional Procedure for all Financial Payments – ELECTRONIC BANKING, CHEQUES AND CREDIT CARD

1.0 GENERAL

Financial Regulations govern the conduct of the financial transactions of the Council and may only be amended or reviewed by the Council (Full Council or Committee). They shall be reviewed every two years.

This additional procedure should be read in conjunction with the Town Council Financial Regulations.

2.0 BANKING ARRANGEMENTS

The Council's banking arrangement shall be made by the Town Clerk or Responsible Finance Officer, currently this position is the same role.

2.1 Electronic Banking

Where appropriate payments are made by electronic banking, the following process must be followed;

- Approved by the Town Clerk
- The RFO has delegated approval to authorise all payments under £300; these payments must still be certified by either the Community Development Manager or the Town Council Support Officer
- All payments (whatever the amount) must be certified by either the Community Development Manager or the Town Council Support Officer
- For all payments over £300, every month a schedule of electronic payments be forwarded and approved retrospectively by two Councillors who are nominated cheque signatories.

2.2 Cheques

Where appropriate payments are made by cheque, the following process must be followed;

- Approved by the Town Clerk
- The RFO has delegated approval to authorise all payments under £300; these payments must still be certified by either the Community Development Manager or the Town Council Support Officer
- All payments (whatever the amount) must be certified by either the Community Development Manager or the Town Council Support Officer
- All cheques to be signed by the Town Clerk and two of the authorised Councillors.

2.3 Credit Card

Where appropriate payments are made by credit card, the following process must be followed;

- Approved by the Responsible Finance Officer
- Limited up to £6,000 in any one month period
- The RFO has delegated approval to authorise all payments under £250; these payments must still be certified by either the Community Development Manager or the Town Council Support Officer
- All payments (whatever the amount) must be certified by either the Community Development Manager or the Town Council Support Officer
- For all payments over £300, every month a schedule of credit card payments be forwarded and approved retrospectively by two Councillors who are nominated cheque signatories.

3.0 ADDITIONAL REPORTING

3.1 The financial payments report at full Council meeting to only include payments greater than £300, paid by whichever payment method used.

3.2 Salaries, Superannuation and PAYE payments will not be reported to Council.

3.3 As part of the Internal Scrutiny Process ad hoc checks will be undertaken of all financial payments.

Adopted by the Town Council on; 15th March 2016

At the Policy and Resources Committee;