

**BREDHURST PARISH COUNCIL**  
**Financial Transaction Procedure**



Adopted: January 2021

Reviewed: September 2021

This document is intended to detail the relevant working practices of the Clerk as a supplement to the Financial Regulations.

**Banking Arrangements**

Bredhurst Parish Council currently has the following bank account:

Unity Trust	Day to day banking – Parish Council + Blacksmiths Barn
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All bank accounts are approved by the Council and may not be delegated to a Committee. Bank Statements are reconciled on a monthly basis and reviewed and signed off each month at Council meetings.

The Clerk is the service administrator on any accounts with internet banking provisions but cannot authorise payments/transfers.

All payments made, by whatever means, are reported to Council at monthly meetings.

**1. Payment of Accounts**

The Clerk shall prepare a schedule of payments requiring authorisation. All parish Councillors can be authorised to approve payments, with a minimum of two authorisations for any payment.

All invoices for payment shall be examined, verified and certified by the Clerk/Chairman to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the Council.

At every authorisation of payments Councillors must check invoices against the accompanying payment schedule initial the payment schedule to indicate agreement of the details. Signatories of cheques should also initial the cheque counterfoil.

**2. Electronic Payments**

The Clerk will not make these payments but will load them onto the banks system for completion by two authorised signatories. Two Councillors are required to log onto the bank from their home computers, using their personal log in details, and authorise any payment made from the Parish Council bank account.

### **3. Regular Payments**

On activation by a minute of Bredhurst Parish Council every financial year the Clerk shall draw up a list of regular payments such as those associated with staff salaries, utilities, maintenance contracts etc., for which the Council may authorise payment for the year provided that general authorisation of payment protocols are adhered to.

Some regular payments such as utilities may be made by variable direct debit provided that the instructions are signed by 2 Councillors. Regular payments such as these will be reported on the payments schedule presented at the next Parish Council meeting.

### **4. Payment of Salaries**

In advance of the salary payment date, a payment request for signature by 2 Councillors will be drawn up. The payment request will detail Gross pay, PAYE any other deductions and net pay as worked out on the payroll software.

Amounts due to HRMC, NEST (pension provider) etc will also be detailed for authorisation.

No changes can be made to any employees pay without the prior consent of the Council.

In the interests of security and confidentiality, these payments will be listed as a total, each calendar month and reported with all other payments to Council on the monthly report.

### **5. Receipts**

Most receipts are BACS transfers.

These are checked by the Clerk and are recorded into the Council's income and expenditure spreadsheets.

Cash and cheques if received are paid into the bank account. The receipt is entered on the Council's income and expenditure spreadsheet.

### **6. Recording of Financial Transactions**

All financial transactions are entered into the income and expenditure spreadsheets for the council. Quarterly reports are produced for approval at Council meetings.

### **7. Blacksmith Barn Financial Transactions**

Hirers make payments for the Barn by BACS. Full payment must be received by Bredhurst Parish Council at the latest 14 days prior to the hire period.

### **8. Hire Fees**

BACS payments are identified when they come into the bank account and noted on the booking form.