

Electronic Banking Procedure

1. Introduction

- Faster payments via electronic banking will replace the payment of invoices via cheques.
- The Council will use the multi-pay facility under faster payments which will allow for up to 25 separate payments to be made in one bulk payment.
- The multi-pay facility will list each individual payment made on the Council's bank statement.
- A supplier list has been produced with every individual supplier's information including bank details. Each supplier has agreed to receive payment of invoices electronically. This list must be kept up to date at all times.

2. Responsibilities

- The Clerk and the Office Administration Manager will have full rights to the Council's bank accounts and will be registered as a 'Full Access Delegate' which will allow the authorisation of invoice payments via the faster payment process.
- The Council 's Accountant employed by DCK Beavers Ltd will be given restricted access to the bank accounts and will be registered as a 'Delegate User' allowing him access only to prepare the invoices ready to be processed for payment within the multi-pay facility. He will be unable to submit any invoices for payment.
- The Office Administration Officer will be given restricted access to the bank accounts and will be registered as a 'Delegate User' limiting her access to view payment details only within the multi-pay facility once the invoices have been processed by the Accountant. She will check that invoice details and bank details inputted are correct as listed in the Omega payment list and the electronic payment schedule.
- Councillors will check all invoices against the Omega payment list and the electronic payment schedule, approving and authorising each payment.

3. Equipment Required

- Individual card readers and bank cards will be required for the Clerk, Office Administration Manager, Office Administration Officer and the Accountant.
- Individual passwords will be issued and agreed with each user which will make the process secure.

4. Electronic Payment Process

- Purchase orders will be matched against invoices received and will be signed, verified and coded by the appropriate officer.
- The Accountant will process the payment of invoices using the Omega accounting software and a payment list will be produced listing all invoice details ready for payment.

- The Accountant will access the Council's electronic bank account using the bank card and card reader within the multi-pay facility under faster payments. Individual invoice information i.e. name of company, invoice number, bank account details, invoice total will be then be inputted up to a total of 25 payments within one single bulk payment. The electronic payment schedule showing all invoice details will then be printed. This will mirror the Omega payment list and will confirm the payments due to be made electronically.
- The invoices, the Omega payment list and the electronic payment schedule will be given to the Office Administration Officer who will access the Council's electronic bank account using the bank card and card reader within the multi-pay facility under faster payments. She will check that the invoice information and the bank details inputted are all correct and marry up with the Omega payments list and the electronic payment schedule. It is crucial that the bank account details are correct to ensure that the electronic bank payment is made to the correct supplier
- If the invoice or bank account details are incorrect in any way, the Office Administration Manager will access the electronic payment list via the bank card and card reader and will delete the incorrect supplier details from the payment schedule within the bulk payment.
- The Office Administration Manager will approve the invoices ready for Councillors to authorise payments.
- Two Councillors will be required to check that invoice details match the Omega payment list and the electronic payment schedule and will countersign each invoice, the payment list and the payment schedule, authorising the electronic payment to be made to each supplier.
- Once authorised, the Office Administration Manager will activate payment of the bulk payment via the electronic faster payment process using the bank card and card reader. A final electronic payment schedule will be automatically generated confirming the individual payments made to each supplier within the bulk payment. This will mirror the Omega payment list and the payment schedule.
- The Clerk will activate payment of the bulk payment in the absence of the Office Administration Manager.
- The Office Administration Officer will file the hard copies of the signed Omega payment list and the signed electronic payment schedule along with the authorised invoices.
- Every payment made is logged individually on the bank statement and the Accountant will check that all invoices paid match the Omega payment list and the electronic payment schedule.
- It is the responsibility of each supplier to inform the Council should they not receive payment of an invoice within their agreed payment terms.
- This process ensures that there is a proper procedure in place meeting audit requirements.