

Unity Trust Bank online banking protocol – Broadmayne Parish Council

Payments made by online banking

Step	Item	Action by	Comment
1	Payments list created from supplier invoices & payroll	Clerk/RFO	List of payments for approval to be agreed by full council or by following financial regulations where payments are needed to be made in between meetings.
2	Payment details entered into Council's UTB account – "awaiting authorisation"	Clerk / RFO	Payee, account no, sort code, amount, payment reference - for each payee listed on agenda payment schedule
3	Payments approved by Parish Council	PC	At monthly meetings
4	Signatory authorisation of the payments	2 x Nominated signatories	As soon as possible after Full Council meeting: Log in to online business banking using personal ID and password
5	Signatory authorisation of the payments	2 x Nominated signatories	Choose payments option, compare entered details to payment schedule agreed at meeting, if they agree, authorise.
6	Check agreed payments have been authorised by 2 x signatories and made	Clerk/RFO	Access online account to check the agreed list of payments have all been authorised and made.
7	Spot checks	Any authorised signatory	On at least a quarterly basis, or at any other agreed frequency, an authorised signatory to log into the online bank account to check the bank balances and transactions made agree with list of payments authorised at previous meeting(s), and with the bank reconciliations and reports supplied by the Clerk. Report findings to the full Council.

Council signatories to bank accounts:

Cllr Steve Diamond

Cllr Sue Hawkins

Cllr Peter Lamb

Cllr Sam Toogood

2nd January 2024