

## Financial Systems and Internal Financial Controls

1. Payments made by on-line bank transfers to regular and general suppliers, contractors, HMRC, reimbursements to staff and councillors.
2. Staff salaries and pension payments to be made by Standing Order.
3. Utility payments and payments to NHC to be made by Direct Debit.
4. Following the setup of a new payee, prior to making payments more than £100 or if there are extenuating circumstances, a one-off test payment of £1 will be sent to the payee. No internet banking payment will be made until we have confirmation that it has been received. The same test payment would be made if a supplier advised that their bank account details had been changed.
5. The Parish Clerk/RFO<sup>i</sup> has on-line banking authority to view and submit payments to Unity Bank.
6. Authorised account signatories are Cllrs Durrant, Firth, Jackman and Pegrum.
7. For business continuity considerations the following Councillor is able to submit payments: Cllr S Amexheta
8. Any signatory given on-line authority agrees not to share password information.
9. On-line payments will be dated a minimum of 2 days in advance of actual payment to allow time for the bank signatories to validate the debit of the bank account on-line unless otherwise agreed.
10. Clerk and authorised signatories to monitor bank activity for reasonableness/ irregularities.
11. Clerk to provide monthly payment reports and budget reports to Councillors.
12. At least once in each quarter and at each financial year end, (a member other than a bank signatory), Cllr S Amexheta to verify bank reconciliations for all accounts produced by the RFO. The member shall sign and date the reconciliations and bank statements as evidence of this. This activity will be recorded at a council meeting.
13. Finance Working Party/Full Council to review procedures annually /as recommended by the Clerk.

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<sup>i</sup> Kimpton Parish Clerk is also the Responsible Financial Officer