

## **Marden Parish Council Electronic Banking Policy**

Adopted by Marden Parish Council on

Marden Parish Council has considered the implications and risks of electronic banking while reviewing the Parish Council Risk Assessment and agreed the following points:

1. The Council will use electronic banking to pay any transactions or bills at the current time, with the following safeguards:
  - a) An invoice for payment will be on an agenda with the gross amount and VAT to be paid; the Council will agree the payments at the meeting for online payment by the RFO as soon as possible thereafter under delegation
  - b) If a resolution is made at a meeting and minuted with the gross amount and VAT to be paid, it will be paid by the RFO as soon as possible thereafter under delegation
  - c) If a resolution is made at a meeting to pay an invoice in principle but the exact figure is unknown, the exact gross amount and VAT to be paid will be confirmed for payment by email to the RFO by 2 signatories and then paid by the RFO as soon as possible thereafter under delegation. Copies of the email confirmation will be attached to the invoice. The payment will be added to the next agenda
  - d) If an invoice is received between meetings, or in the event of an emergency, and needs to be paid, the exact gross amount and VAT to be paid will be confirmed for payment by email to the RFO by 2 signatories and then paid by the RFO as soon as possible thereafter under delegation. Copies of the email confirmation will be attached to the invoice. The payment will be added to the next agenda
2. For all invoices paid online, the bank's account confirmation of payment will be printed and attached to the relevant invoice
3. The use of electronic banking will be reviewed regularly by the Financial Advisory Working Group

Review by: October 2021

Signed:

Dated:

Chair, Marden Parish Council