

# Whixall Parish Council



## Process for Approving Online Payments

### Background

This document provides supplementary information to the Financial Regulations governing Whixall Parish Council. In all cases, the Financial Regulations are the overriding document.

### Payments Process

The following process will be followed for all payments:

#### 1. Payments Log (Appendix A)

##### Actions carried out by Clerk/RFO

1. All payments to be approved will be logged and given a reference number
2. The log will show VAT separately
3. Payments to be made between meetings will only be made in line with financial regulations and will be recorded separately on the log.
4. The log will form the basis of the payment information within the meeting agenda.
5. The log will be printed and filed with physical invoices.

#### 2. Invoices and Other Evidence

##### Actions carried out by Clerk/RFO

1. The payment reference number will be physically recorded on all payment evidence.
2. Each document will be scanned. The scan will be kept with the payments log.
3. The physical copies will be filed in the annual folder.

#### 3. Uploading Bank Transactions

##### Actions carried out by Clerk/RFO

1. The banking administrator (Clerk/RFO) will upload all payments for authorisation either prior to the meeting of the Council, or within 2 days of the meeting taking place. There is no reason why they should not be uploaded when invoices are logged.
2. The Administrator will record on each invoice, the date when the transaction was uploaded.
3. When all transactions are ready for authorisation:
  - A screenshot will be taken of payments awaiting authorisation on Unity Trust Bank
  - The screenshot will be printed, and the reference number added against each payment. This will then be filed.
  - The payments and references list will be scanned and saved.Appendix B shows a sample screenshot.

#### 4. Authorising Bank Transactions

##### Actions carried out by Clerk/RFO

Before payments can be authorised, the administrator will send the following to signatories:

- Payments log (Appendix A)
- Invoice scans (combined using PDF software)
- Annotated screenshot of payments awaiting authorisation (Appendix B)

##### Actions carried out by authorised signatories

Councillors who are required to authorise payments will do so with reference to the above documents.

## Appendix A: Sample Payments Log



## Payments to be Authorised July 2023

### Payments Made Between Meetings

To	For	Net	VAT	Total	Ref.
Clerk	Salary				14.23
HMRC	PAYE				15.23
NEST	Pension Contributions				16.23DD

### New Payments to be Authorised

[illegible]

Appendix B Annotated screenshot

Awaiting authorisation

Transactions which remain unauthorised for more than 1 month will automatically be cancelled.

STEP 1

STEP 2

STEP 3

Approve or reject

Email Reminder

Bill Payment Existing Beneficiary

Payment date

ASAP

Amount

-35.45 GBP

From:

Unity Current Account T1

To:

AJ Roberts

Reference:

Reimbursement

4.24

☒ Approved

You have approved this item and it is awaiting further authorisation

☐ Show authorisation history