

# Halton with Aughton Parish Council

## Payment Procedure

### Preparation

1. All orders for payment will be verified for accuracy by the Parish Clerk
2. The preferred payment type will be online payments.
3. Only the designated Parish Clerk is to undertake payments on behalf of the Parish Council, whether by cheque or electronic payment from Council accounts.
4. A list of all payments will be prepared by the Parish Clerk and presented to each meeting of the Council together with any supporting documentation for approval.
5. The following information will be provided for each payment:
  - a. Payee and brief description of payment
  - b. Gross and net amount
  - c. Method of payment (cheque, online, direct debit)
  - d. Bank details (sort code, account number) of payee in the case of online payments.
  - e. Supporting documentation: invoice, timesheet, receipt, letter
6. One Councillor will verify each payment before cheques are signed or online payments authorised.

### Cheques

7. Cheques will be pre-filled by the Parish Clerk ready for signing at the meeting.
8. Cheques will be signed by two signatories who will also initial the cheque stub.
9. No Councillor may countersign a cheque if that payment is to him/her personally or to a company that provides them with employment/income.

### Online Payments

10. Only the Parish Clerk has the ability to set up ("submit") online payments for authorisation.
11. Only Councillors have the ability to authorise online payments.
12. Online payments will be submitted by the Parish Clerk prior to the meeting where they will be verified and approved.
13. All electronic payments will be authorised by two Councillors.
14. In the event that a Councillor is not satisfied with the documentation they will email the Parish Clerk (including all other Councillors) requesting further information. No Councillor may authorise an online payment if that payment is to him/her personally or to a company that provides them with employment/income.
15. Once authorised the Parish Clerk will access the transaction record and print off the record showing authorisation and file this with the supporting documents to the payment in lieu of the signature on the cheque stub.

### Urgent Payments

16. Urgent payments may only be made in advance of Full Council meeting subject to two Councillors giving signed, dated approval. Any signatures obtained away from meetings shall be reported to the council at the next convenient meeting.