



**Radyr & Morganstown Community Council
Cyngor Cymuned Radur a Threforgan**

**Banking Arrangements and Procedures
An addendum to Financial Regulations**

- 1.1. The Council's banking arrangements shall be made by the RFO and approved by the Council.
- 1.2. A schedule of all payments shall be prepared by the RFO and presented to each meeting of the Council together with any supporting invoices or other documentation for approval. The approved schedule will be initialled by the Chair.
- 1.3. Councillors who have completed the necessary Unity Trust Bank application forms shall be authorised Councillors to sign cheques or authorise online payments.
- 1.4. All payment slips shall be initialled by three authorised Councillors.
- 1.5. Where a payment is to be made by cheque the cheque will be signed by three authorised Councillors who shall also initial the counterfoil.
- 1.6. Wherever possible, payments will be made using online banking. The following paragraphs set out the principles and procedures of operation of the online account with particular attention to the raising of payment requests and their authorisation. The actual process of operating the online account will be subject to the rules and security authorisation process of Unity Trust Bank.
- 1.7. The Clerk has delegated powers to transfer funds online between the UTB Tailored Current and Deposit Accounts to leave a reasonable balance in the current account.
 - A. The on-line bank account will be operated on the following basic principles:
 - a) The RFO or Assistant Clerk will raise requests for payment
 - b) Two authorised Councillors will authorise those payments online
 - B. The raising of payment requests and authorisation will apply to:
 - a) New Direct Debits and amendments to any existing Direct Debits (see C below)
 - b) New Standing Orders and amendments to any existing Standing Orders (see C below)
 - c) New beneficiaries, that is individuals or companies to be paid electronically
 - d) Payment of accounts (Regulation 6)
 - e) Topping up of pre-paid cards. (see D below)
 - f) Payment of Salaries (see E below).

C. Regular payments within the annual budget should wherever possible be paid by Direct Debit or Standing Order.

- a) This authority will automatically renew from year to year provided the total expected annual payment remains within that year's annual budget
- b) Should at any time within a budget year the end of year total spend on any item paid by Direct Debit or Standing Order be estimated to exceed the budget, then specific authorisation for the overspend must be sought from the Council before any amendments to regular payments are made

D. Pre-paid Debit card:

The Council has three pre-paid Alto cards, i.e. a card that can be "loaded" with a defined sum and then used to order items wherever a normal debit/credit card would be accepted (e.g. on-line or in shops etc.) up to the sum on the card.

- a) The RFO and Assistant Clerk will both be able to operate the pre-paid cards
- b) The sums in (i) and (ii) below will be reviewed annually by the Council
 - i. The RFO or Assistant Clerk may use their pre-paid cards to purchase small items up to a cost of £200. When the sum on the cards drops below £100 it will be topped up to £200 using the normal request and authorisation process as defined in A above.
 - ii. Where the Council has determined that a specific item of expenditure will be paid for with the card, then the actual cost of that item will be transferred to the card by the normal authorisation process.

E. Salaries:

- a) Salaries will be paid once a month by transfer to the employee's bank account. Salaries shall be paid in arrears and on the third Friday of each month.
- b) All salaries will be approved and paid following the procedure set out in A above. All salary changes needed for overtime will be approved by full council.

F. Income received:

- a) Cheques and cash will be paid into the account using the procedures defined by the bank. A record of receipts will be kept by the RFO with the date of receipt by R&MCC shown in the cashbook.
- b) BACS payments can also be made direct into the current account. It is the responsibility of the RFO to check these payments have been received and recorded.

1.7. The Finance Committee Chairman will check the quarterly bank reconciliation statements; this will be Minuted at the next meeting of the Committee.

Adopted July 16 2015