



Knarborough

Town Council

Internet Banking Policy

Background

The Town Council acknowledges the need to maintain robust controls on payments as an integrated part of its overall financial control system and proposes an Internet Banking Policy as part of its Financial Regulations.

The Town Council will review the procedures for undertaking payments using Internet Banking after 12 months.

Account Details

The Town Council has a current and a Business Reserve account with Nat West. Invoices for payment by Internet Banking should be authorised by two of the five council signatories plus the Clerk and the Deputy Clerk.

The Clerk and Deputy Clerk are instructed, where possible, to make payment for items by Internet Banking, provided evidence is retained showing which members approved the payment.

A 'Schedule of Accounts' will be presented to members at council meetings. Two councillors will initial the invoices to be paid and the Clerk and Deputy Clerk will then make payments via Internet Banking. A copy of the Internet Banking payment record to be attached to individual invoices and to be signed by the Clerk and Deputy Clerk to illustrate "Payment input by/Payment checked by".

In the event of the requirement for urgent non routine/scheduled payments, for example where payment is time critical and does not fall in line with scheduled council meetings, then two of the five council signatories will be called to the office to initial/sign the appropriate paperwork, prior to submission to Internet Banking.

Anti-virus, anti-spyware and firewall, software with automatic updates, together with a high level of security, is to be used.

Access to Internet Banking accounts will be directly via the bank's access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer. Internet Banking cards/card readers to be stored in a locked cabinet and individual log-ins and passwords to be kept securely and separately by each user (Clerk and Deputy Clerk). Breach of this Regulation will be treated as a very serious matter under these regulations.

Changes to account details for suppliers which are used for Internet Banking, must be independently verified, by contacting the supplier directly, using a previously known

telephone number, to check the validity of the request for changes to account details. A programme of regular checks of standing data with suppliers will be followed.

Any debit card issued will be specifically for use by the Clerk or Deputy Clerk and will be restricted to purchases previously authorised by council resolution.

Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk and/or Deputy Clerk and shall be subject to payment in full at each month-end. Personal credit or debit cards of members or staff should not be used under any circumstances.

Bank Statements

All bank statements will be checked in line with the Town Council's Standing Orders and Financial Regulations. They can also be seen by any other councillor on request.