

## **Cholesbury-cum-St Leonards Parish Council**

### **Electronic Bank Transfer Payments Process for Lloyds Bank Online for Business**

#### **Account Access and Review**

1. There are two classes of access user to the online bank account:
  - a) The “Create User” who will have “full access” but no “Account Signatory” authority. This will be the Clerk. Lloyds call this a “Non-account signatory” role.
  - b) The “Create and Authorise User”, mandated for every Councillor for whom the Council has given approval, to have “full access” to view and authorise payments on the account. For a payment to be authorised, two Account Signatories must approve it online.
2. Each user will receive a personal User ID, Lloyds Bank Card Reader, Authentication Card and PIN. Once access is granted the user will create a password.
3. All designated users must confirm that they have appropriate antimalware/internet security in place on their connected electronic devices and that their login codes, password and devices are securely protected.
4. The Council is obliged to review these procedures at least annually in light of operational experience, changes to legislation, and the Council’s Financial Regulations. Additionally, the Council must respond effectively whenever notified that the Lloyds Bank process is being amended.

#### **The Process**

5. The Clerk accumulates and lists the proposed payments and presents a Master List plus two copies with supporting documents at Council meetings. Proposed payments received after the list is created may be added to the list for payment if approved at the Council meeting and annotated by the Clerk on the Master List.
6. The Chairman presents the payments to the meeting for the Council to resolve to approve or amend them.
7. A designated Councillor verifies that the supporting documents match the Master List. That Councillor initials and dates each item and document as well as the two copies of the Master List.
8. The two Councillors designated to be the approving Account Signatories will each receive one of the two copies of the Master List for their reference for when they later approve the online payments.

9. Following the Council meeting, the Clerk sets up the approved payments in the online banking account and enters them in the cashbook.
10. The approving Councillors will be notified by email / telephone once the Clerk has created and posted the approved payments instructions on the Council's online bank account payments page.

### **Review**

11. These arrangements will be reviewed as part of the annual review of the Council's Financial Regulations.