



BACS Payment Policy

Approved by Full Council: 8th October 2024

BACS PAYMENT POLICY & PROCEDURES – INTERNAL CONTROLS

1. BACS Payment Checks

1.1 Buxted Parish Council uses internet banking for almost all its transactions.

(The remainder are paid by Direct Debit, and on occasion a cheque will be presented and signed by two Councillors).

1.2 Only Full Council can usually approve payments. Officers can approve payments under special circumstances/emergencies as directed by Financial Regs.

1.3 The RFO should check the payment against the budget line to ensure adequate funds are available.

1.4 Two councillors (from the bank mandate authorised signatory list) check the invoice and RBS Payment list, when satisfied, sign (the invoice and the RBS Payment list).

1.5 Payments that are made to regular payees, who are on the approved List of Regular Payments, are without the need for approval of individual transactions, however as good practice they will usually be presented with all other payments for checking and signing.

1.6 The RFO will make the BACS payment as per the authorisation and print the Natwest generated payment confirmation. This is stapled to the associated invoice or payment list.

1.7 BACS transactions are then double checked at the next full council meeting against the payment list. The transactions will also show on the bank statement which is checked with the RBS reconciliation report - as part of the monthly bank reconciliation process.

Claudine Feltham

Responsible Finance Officer, Buxted Parish Council, 20th September 2024