Thurston - Internet Banking Authorisation Form – Payments awaiting payment following authorisation to pay.

The integrity of the Council's finances is to be protected by two of the three authorised signatories checking and authorising in person (by initialling) the authorisation form for payment for invoices approved by the Council.

All are to confirm that they have seen the signed (by the RFO) original invoice (scanned as a pdf and attached to the paperwork for payment) and that where variations exist, payment is not to be authorised until the variation has been satisfactorily explained/verified.

Within the Council's Internet Banking Policy the following procedures will be enacted for online banking payments:

1. **All orders for payment will be verified for accuracy by the Parish Clerk and included on the payment schedule.**
2. **The schedule of all payments shall be prepared by the Parish Clerk and presented to each meeting of the Council together with any supporting invoices or other documentation for approval. The approved schedule will be signed by the Clerk as Responsible Financial Officer and Chairman of the meeting.**
3. **The Parish Clerk will initiate payment.**
4. **Two of the three authorised Councillors will confirm the payments online (from the list of authorised Councillors held by Lloyds Bank). Members are expected to authorise payment requests within two days of the payment being initiated by the Parish Clerk.**
5. **Where a councillor is to be reimbursed for expenditure, they should not be an authoriser.**
6. **Evidence will be retained showing which members approved the payment.**

Supplier	Invoice No.	Category	Gross Amount	Payment initiated		Date by which payment to be authorised	Voucher Number
				Date	Initials		