

## INTERNET BANKING POLICY

Sandhutton Parish Council acknowledges the need to maintain robust controls for all financial transactions as part of its overall risk management and financial control system.

The parish council have two bank accounts managed via 'HSBC Banking' of which the majority of transactions are undertaken via Internet Banking.

The security system by HSBC is robust and via a pin card system for which only the clerk has access, the password to the pin card is also in a sealed envelope with the Chairman.

A schedule of accounts is presented to members at council meetings for resolution and to agree their processing, resolutions and details of transactions being detailed in the minutes accordingly.

A copy of each internet banking payment record is attached to each individual invoice or payment advice.

All invoices and regular payments are checked by one designated councillor against the bank statements, the invoice/advice and internet payment record; least annually or at each face-to-face meeting, whichever is sooner.

In the event of the requirement for urgent non routine /scheduled payments the Clerk has delegated authority to process the payments having discussed and agreed the validity of the payments with the Chairman and Vice Chairman prior to payment.

Access to Internet Banking accounts will be directly via the bank's portal (which may be saved under 'favourites'), and not through a search engine or email link. The facility to remember 'passwords' must not be used on any computer or divulged to any person other than the Clerk as the authorised user. The pin card must be kept secure and stored in a locked cabinet.

Should there be the need to have multiple users, each user will be issued their own logon and password details via the Bank. Authorised users must be agreed via resolution through the council. Breaches of this regulation will be treated as a very serious matter.

Changes to account details for suppliers, which are processed by Internet banking, must be independently verified in writing, by contacting the supplier directly using contact details already on file.

The parish council does not operate a debit or credit card system.