

Lloyds Bank online banking protocol

Payments made by online banking using a 2-party process.

Item	Action by	Comment
PC approval to carry out online banking and who will be signatories	PC	Clerk and at least 2 other Cllrs
Bank set up to only accept 2 Party process payments.		This can be done on variation mandate or online
Bank ID and Pin	Authorised Signatories	Authorised signatories are not to share their ID or pin with anyone else
Protocol agreed	PC	Prior to online banking this protocol is agreed
Payments list created from supplier invoices or payroll	Clerk/RFO	List of payments for approval to be agreed by full council or by following financial regulations where payments are needed to be made in between meetings.
Payments approved by Parish Council	PC	
Log in to online business banking	Clerk/RFO	Using banking ID and card reader supplied when set up
Choose payments and transfers option		
Set up new payees if required for payment or select payee	Clerk/RFO	All bank account details checked with suppliers – card reader required for set up
Set up payments to suppliers either in a batch or as a single payment depending on payment date of invoice	Clerk/RFO	
Confirm payment	Clerk/RFO	Card reader may be required Print or save a copy of payments set up for file and ref this will show date payments set up
Check payment is set up in admin area	Clerk/RFO	Admin, “payments you cannot authorise”
Send the bank list and the approved payment list to the signatories agreed to authorise payments	Clerk/RFO/ x 2 Cllrs	Request a Cllr authorises payments and email to confirm when completed. This needs to be carried out within 48 hours
Cllr to confirm when payment authorised	Authorised Signatory	Card reader or memorable information required
Log back into bank when payments completed to print off confirmation of payment for file	Clerk/RFO	Choose Admin, payments authorisation history, “payments authorised” view and print payments for file- this is like your chq stub
Report at the next PC meeting payments made	Clerk/RFO	
Spot checks	Authorised signatory	On a monthly basis or previously agreed timescale an authorised signatory should log into the bank and check the bank balances with the bank rec and reports supplied by the Clerk and report findings to the full Council