



### BACS Payment Protocol

1. All BACS payments will be made from the Unity Trust Current Account (Unity)
2. The Clerk is registered for Internet Banking with Unity with authority to view all transactions, print reports and set up payments for authorisation.
3. A minimum of two Councillors (bank signatories) will be registered for Internet Banking with Unity with authority to view all transactions and authorise BACS payments. The bank signatories must not disclose their password or PIN to anyone, including the Clerk or other Councillors.
4. The bank signatories will be reviewed and approved by the Council annually
5. The Unity Trust account requires two bank signatories to authorise a BACS payment
6. BACS payment process
  - Two bank signatories will be nominated at the Council meeting to authorise BACS payments to be approved at the forthcoming Council meeting.
  - The Clerk will provide the nominated bank signatories with a schedule of the BACS payments to be authorised and copy invoices (to include the payees bank details)
  - One Councillor will spot check Payee company details with that entered for payment on Unity
  - The payment list will be authorised by the Clerk and one Councillor
  - Prior to the meeting the Clerk will set up the payments for authorisation on Unity
  - Once approved payments will be authorised by both nominated bank signatories via the Unity online account. All payments set up by the Clerk will be listed under the Awaiting Authorisation tab (See Appendix A) Each nominated bank signatory will select the payments to be authorised by clicking on the left-hand box of each payment to be authorised and then clicking on the Authorise Transaction button.
  - If the bank signatory notes a discrepancy between the approved invoice and the payment awaiting authorisation they must notify the Clerk who will correct the error.
  - BACS payments will be authorised on the next working day after approval.
  - Each nominated bank signatory must notify the Clerk as soon as they have authorised the payments.
7. Payment listing will be noted by Council / Finance Committee
8. The Clerk will retain the paying in book and cheque book