## Online Payments - CHAPS, BACS, Faster Payments - Protocol (MinFinRegs 6.8-6.10 refer)

**Authorised Persons** RFO & Clerk to PC (Diana O'Grady) Chairman (Cllr Bill Andrews) Vice Chairman (Cllr Georgie Hough) Councillor (Cllr Helen Bennett) Invoice/Request for payment made to/via Clerk/RFO Requested Payments are listed in meeting Agenda (Item Finance) for Council approval (If required) Clerk/RFO or Authorised Cllr sets up payee at PC Business Bank account checked/confirmed by Authorised Cllr or Clerk/RFO  $\downarrow$ Email/phone  $\downarrow$ Clerk/RFO or Authorised Cllr sets up approved **payment** at Bank  $\downarrow$ Email/phone Payment checked and "Authorised" by Authorised Cllr or Clerk/RFO  $\downarrow$ Email/phone  $\downarrow$ Statement checked/Reconciled by Clerk monthly, reported by a "Paid" report column in next Agenda Item Finance.