

Deanshanger Parish Council

Bacs Procedure



Deanshanger Parish Council
3 Hayes Road
Deanshanger
Northants
MK19 6HP
01908 566373
Clerk@deanshangerpc.com

Adopted June 2020

BACS procedure

1. Clerk to set BACS payments up with a payment date the Friday after the FC meeting
2. Print out of the BACS payments to be included with the payment list and sent to all Cllrs
3. Payments to be agreed at FC meeting and sheet signed by chairman, if any payment not agreed clerk will cancel the BACS payment
4. If agreed clerk to issue remittance advice to payees
5. Internal control Councillor to check BACS payments against bank statement during monthly checks and sign checklist and BACS payment sheet.