Archwilio Cymru
Audit Wales

Arrangements for making payments

Cash and bank accounts	
Does the Council operate more than one bank account?	**Yes**
If Yes, please provide a description of the accounts operated. Please do not include account numbers at this stage	TSB Current Account — usual council business account (OPEN) TSB Reserve Account — closed 10/2022 TSB Selar Account - Account for the management of Selar grant fund 1012022 TSB Maesgwyn Account — Account for the management of Maesgwyn grant fund 10/2022 Unity Current Account - new current account for usual council business Unity Maesgwyn — new account for Maesgwyn grant management Unity Selar grant - new account for Selar grant management
Does the Council operate petty cash or make any payments by cash?	The Council operates a small (less than £30.00) petty cash system

If Yes, what records of cash receipts and payments are kept?	Petty cash vouchers are issued and the account is reconciled at the end of the period. All cash purchases are accompanied by vouchers and individual receipt from retailer
Payment methods	
Does the Council make payments from its bank accounts by:	
Cheque: If Yes please describe the approval process for signing cheques (approval by council, numbers of signatories etc)	Yes. Cheques must be signed by two (2) signatories.
Debit card: If Yes, please describe the approval process for debit card payments and how these are recorded	Yes. Debit card is issued in specific councillor name and kept at office. All purchases are then reconciled with the usual bank reconciliations
Direct debits and standing orders: If Yes, please describe how the Council approves the setting up of the direct debit/standing order.	DD are approved via Full Council and mandates signed by all signatories
Bank transfers; eg direct transfers using internet banking. If Yes please explain how individual payments are made and authorised	Yes. Clerk/RFO to input payments onto system and payments are then authorised by a councillor.
Reporting payments to the Council	

Please describe how payments made are reported to the Council. For example: Does the clerk present a schedule of payments to the Council for approval before or after payments are made? Does the clerk report to the Council payments made using a debit card and payments made via standing order and direct debits?	The Clerk presents a schedule of payments to the Council before and sometimes after payments are made. The Clerk has brought some payments made via debit card and DD to council