

Process for Managing the Mayor's Fundraising Account

Income

Cheques or cash are passed to the RFO for banking as soon as possible after receipt.

Mayor has account details for direct credits into the account.

Payments Process

1. Mayor emails RFO / Clerk requesting payment to be made and providing the following:
 - Name of payee
 - Sort Code
 - Account Number
 - Brief Reason for payment
 - Invoices or receipts if available.
2. The RFO / Clerk will set up the payment on internet banking and forward the mayor's email to the signatories asking for the payment to be approved.
3. Invoices or receipts will be scanned and stored. Originals will not be retained.

NB The online payment does not need to be approved by full council as this is a stand-alone bank account specifically for the Mayor's Fundraising monies.

Bank Statements

Statements will be downloaded quarterly by the RFO and shared with the Clerk and Mayor.

Transparency

The monies going through the fundraising account are not the Council's and do not form part of the Council's AGAR return. However, they will be recorded on the Rialtas finance system and will show in the year-end report. Additionally, a summary of transactions and the account balance will be reported to Full Council each May and will be recorded in the minutes.