

## **Harberton Parish Council: PAYE Documentation and Data Back Up Procedures**

These procedures are put in place to enable continuity in the event of the clerk leaving or being incapacitated.

1. Harberton Parish Council uses HM Revenue and Customs Basic Tools PAYE Software to make Real Time Payments (RTI) to all employees of the Parish Council.
2. Basic Tools PAYE software is installed on the Parish Council laptop, as used by the clerk. Use of the laptop is transferable to an incoming or Locum Clerk, or to a Parish Councillor in the event of the clerk leaving or being incapacitated.
3. The Basic Tools PAYE software is set to automatically back up on exit of the programme to the following location on the Parish Council laptop:  
ThisPC/Documents/HarbertonParishClerkFiles/Accounts/HMRCbackups
4. In the event of failure of the laptop, all files are automatically backed up onto the cloud via a service provided by Andrew Hockings IT services, paid for annually by the Parish Council.
5. Passwords for access to both the Parish Council laptop and the Basic Tools PAYE Software have been provided to the Chairman of the Parish Council in a sealed envelope. Any event at which this sealed envelope be required to be opened should be minuted and the passwords changed immediately.
6. Payslips are produced by the clerk in Microsoft Excel on a monthly basis to accompany the payment schedule, filed as a hard copy as well as electronically on the Parish Council laptop.

Procedures adopted on: