

Gt Barton Parish Council Authorisation Sheets for Internet Banking and cheque payments

Payment details will be entered by the Financial Officer, checked by an authorised signatory and checked and released by a second authorised signatory, after the payments have been approved at a full Council meeting. Cheques will be signed by 2 authorised signatories. Authorised signatories are: Maggie Dunn, Matthew Parker, Gwyn James, David Clarke, Peter Fisk and Andrew Baker.

Payments for approval at full Council meeting on 17th July 2023.....

Invoices for O2 and Propel finance relating to the Clerk's telephone are on-going and not included in paperwork for each meeting.

Invoice No.	Payee	Details	Total	Reclaimable Vat	Power to pay*	Entered (initials)	Verified (initials)	Verified and released
33	Propel Finance	Clerk's telephone	£ 8.40	£ 1.40	3	Paid by direct debit		
34	O2	Clerk's telephone contract	£ 13.20	TBA	3	Paid by direct debit		
35	Propel Finance	Clerk's telephone	£ 8.40		3	Paid by direct debit		
36	Gt Barton Thanksgiving Fund	Hall hire June	£ 25.00		3	LJH		
37	O2	Clerk's mobile provider	£ 20.46	£ 3.41	3	Paid by direct debit		
38	SALC	Internal Audit	£ 313.20	£ 52.20	3	LJH		
39	Vertas	Grass cutting village hall playing field	£807.14	£134.52	5	LJH		
40	Unity Trust	Current account charge	£18	£0	3	Bank	Charge	
41	A Jackson	Clerk's salary July	£517.87	£0	1	Standing	Order	
42	A Jackson	Salary - August	£517.87	£0	1	Standing	Order	
43	A Jackson	Reclaim expenses	£474.78	£ 67.21	3	AJ		
44	Linda Harley	Locum Clerk invoice	£810.00		3	AJ		
45	Viking Direct	Clerks' stationary	£38.41	£ 6.40	3	AJ		
46	Gipping Press	Summer newsletter	£595.00	£0	7	AJ		
		Total Payments July	£4,119.73	£263.74				

*Power to pay

1.	Local Government Act 1972 S.112
2.	Local Government Act 1972 s.137
3.	Local Government Act 1972 S.111
4.	Small Holdings and Allotments Act 1908 ss.23,25
5.	Public Health Act 1875 s.164
6.	Public Health Act 1980 ss.43, 50
7.	Local Government Act 1972 S.142
8.	Litter Act 1983 ss. 5,6
9.	Local Government Act 1975 s.144 – Contribute to organisations encouraging people to visit the area.

Risk Assessment notes: Salaries – check rate paid, hours worked (20 per week), PAYE and NICS payments made.

Invoices – Check arithmetic, matter to which invoice relates is included on the invoice, payment is the correct amount, payee consistent with invoice.

Purchases over £1,000 : No 1 person will order, certificate receipt and release payment.

Ensure Council has ‘the power to pay’ all items.

RFO – No expenditure will be incurred that will exceed the amount provided in the budget. Complete VAT reclaim.

Bank reconciliations completed monthly by the Clerk and checked by the Chair and a rota of 2 Councillors. All cashbook entries check against bank statements, receipts and other supporting documentation and balance tested against cash and unrepresented cheques.

Confirmation that adequate funds are available to pay invoices.

First signatory Sign and print name Date

Second Signatory Sign and print name Date.....

RFO Sign and print name Date