

**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.

**October 2023 Payments for approval at full Council meeting on .....**

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

Ref	Payee	Details	Power to pay	Payment Type	Total Invoice	VAT Reclaim	Entered (initials)	Verified (initials)	Verified & released	Bank Reference
69	Information Commissioners Office	Subscription - GDPR certificate	1	D/D	£ 35.00	£ -				
70	Unity Trust Bank	Service Charge	CHS	D/D	£ 18.00	£ -				
71	Suffolk County Council	1/2 yearly rent allotments	3	D/D	£ 60.00	£ -				
72	Suffolk County Council	1/2 yearly rent land north of Icepits Wood	3	D/D	£ 50.00	£ -				
73	Propel Finance	Clerks telephone handset October rental	1	D/D	£ 8.40	£ 1.40				
74	O2	Clerks mobile provider	1	D/D	£ 13.68	£ 2.28				
75	Linda Harley	Locum Clerk invoice	1	B/P	£ 600.00	£ -				
76	A Jackson	Salary - October	1	S/O	£ 517.87	£ -				
77	A Jackson	Expenses - ink cartridge	3	B/P	£ 26.94	£ 4.49				
78	Holy Innocents Church	Insurance	2	B/P	£ 3,099.72	£ -				
79	NBB Recycled Furniture	2 x King Charles Coronation bench	5	B/P	£ 888.00	£ 148.00				
80	Great Barton Thanksgiving fund	September Room hire	3	B/P	£ 25.00	£ -				
81	John Roe	Gt Barton Emergency Response Team	3	B/P	£ 54.80	£ -				
82	Community Action Suffolk	Parish Council Insurance	3	B/P	£ 1,054.17	£ -				
<b>TOTAL PAYMENTS FOR OCTOBER</b>					<b>£6,451.58</b>	<b>£156.17</b>				

\*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 .....