

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.

September 2023 Payments for approval at full Council meeting on 18th September 2023.....

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

Inv ref	Payee	Details	Power to pay	Payment Type	Total Invoice	VAT Reclaim	Entered (Initials)	Verified (Initials)	Verified & released	Bank reference
57	Vertas	Grass cutting - Q4 22/23	5	B/P	£ 787.45	£131.24				
58	Vertas	Grass cutting - Q1 23/24	5	B/P	£ 807.14	£134.52				
59	Vertas	Grass cutting - Q2 23/24	5	B/P	£ 807.14	£134.52				
60	Greenbarnes Ltd	Supply of 2 x noticeboards	7	B/P	£3,273.23	£545.54				
61	PKF	External audit fee	3	B/P	£ 252.00	£ 42.00				
62	West Suffolk Council	Election Expenses	3	B/P	£ 163.82	n/a				
63	A Jackson	Salary - August	1	S/O	£ 517.87	n/a				
64	Great Barton Thanksgiving fund	August room hire	3	B/P	£ 6.25	n/a				
65	Propel Finance	Clerks telephone handset September rental	1	D/D	£ 8.40	£ 1.40				
66	O2	Clerk's mobile provider	1	D/D	£ 14.16	£ 2.36				
67	Linda Harley	Locum Clerk invoice	1	B/P	£ 645.00	n/a				
68	MA & MJ Smith	Expenses for cutting Conyers Green grass	5	B/P	£ 70.00	n/a				
TOTAL PAYMENTS FOR SEPTEMBER 2023					£7,352.46	£991.58				

*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.
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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 un-presented 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