

**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 19<sup>th</sup> June 2023.....

Invoice No.	Payee	Details	Total	Reclaimable Vat	Power to pay*	Entered (initials)	Verified (initials)	Verified and released
23	Propel Finance	Clerk's telephone	£8.40	£1.40	1			Direct debit
24	O2	Clerk's mobile telephone	£13.20	TBA	1			Direct debit
25	GeoXphere	Parish on-line mapping system	£ 180.00	£ 30.00	1	LJH		
26	A Jackson	Clerk salary	£517.87	£ -	1			Standing Order
27	L Harley	Locum Financial Officer	£ 600.00		1	LJH		
28	Great Barton Thanksgiving Fund	Village Hall Hire – April and May 2023	61.50	£ -	3	DJC		
29	Clare Veal (CLV Gardening)	Village Sign Gardening and plants	32.00	£ -	3	DJC		
30	D Clarke	Refund expenses Coronation events	75.49	£ -	9	DJC		
31	A Jackson	Clerk's Microsoft Package	37.49	£ -	1	DJC		
32	A Jackson	School Apple Trees	£49.98	£8.34	2	DJC		
	Total Payments June		£1,575.93	£39.74				

\*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 .....