

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

Payments for approval at Full Council Meeting on Monday 18th May

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, Gwyn James, Peter Fisk, and Andrew Baker.

Invoices for O2 relating to the Clerk's telephone are on-going.

Inv Ref	Payee	Details	Power to pay	Pymt type	Total Invoice	VAT reclaim	Entered (initials)	Verified (initials)	Verified & released (initials)
15	Jessica Langley	Monthly Salary up until 12th May	3	B/P	£ 1,055.71				
16	HMRC	Ni & tax due previous month (after 6th before 22nd)	1	B/P	£ 234.99				
17	Nest Pensions	Pension Contributions	1	DD	£ 56.31				
18	O2	Clerks mobile phone contract	1	DD	£ 13.83	£ 2.77			
19	Unity Bank Trust	Unity Bank Service Charge Taken 31.12	1	SO	£ 7.00				
20	Great Barton Thanks Giving Fund	Hall Hire - April - Litter Pick, FC and APM	3	B/P	£ 75.75				
21	Suffolk Association of Local Councils	SALC Internal Audit Service 2026 (March 9.g)	3	B/P	£ 410.40	£ 68.40			
22	NBB Outdoors	Engraving Service for Bench (2025-2026 Ref 133)	3	B/P	£ 43.20	£ 7.20			
23	Maggie Dunn	Expenses Hospitality for Public Participation - APM, Litter Picks	2	B/P	£ 58.05				
24	Vertas	Grass Cutting - 01/04/26-30/06/26- Village Hall 808.84 Holy Innocents 843.08	5	B/P	£ 1,982.30	£ 330.38			

Risk Assessment notes: Salaries – check rate paid, hours worked (15 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.

Bank reconciliations completed monthly by the Clerk and checked by the Chair and additional quarterly check by 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.