

**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, Steve Todd, Gwyn James, David Clarke, Peter Fisk and Andrew Baker.

Payments for approval at full Council meeting on .....16<sup>th</sup> January 2022.....

Payee	Details	Invoice number	Cheque no./online authorisation code 1	Online authorisation code 2	Total	Reclaimable Vat	Power to pay*	Entered (initials)	Verified (initials)	Verified and released
Gt Barton Thanksgiving Fund	Hall Hire (December)	74			£34.00		3			
John Roe	Emergency Plan expenses	75			£30.46		3			
LJ Harley	Locum Clerk/RFO salary	76			£750.00		1			
The Bunbury Arms	Christmas lunch for elderly residents	77			£237.50	£39.08	2			
	Total Payments				£1051.96	£39.08				

\*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

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 unpresented 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 .....