Fornham All Saints Parish Council - Authorisation Sheets for Payments

Payments for approval at full Council meeting on: **19 March 2024**

Invoice No.	Payee	Details	Total	Reclaimable Vat	Net Total	Power to Pay*	Account	Cheque No.
	J Hook	Clerks salary, February	£ 563.30			1		
	J Hook	Clerks expenses, February	£ 15.12			3		
	M Loveridge	Chairs expenses, 4/1/24 - 6/3/24	£ 57.04			3		
	Benficiary One	Charity Fuel Payment	£ 300.00			9	Charities	
	Benficiary Two	Charity Fuel Payment	£ 300.00			9	Charities	
	Benficiary Three	Charity Fuel Payment	£ 300.00			9	Charities	
	Total Payments		**£ 1,535.46**	**£ -**				

Invoices – Check arithmetic, matter to which invoice relates is included on the invoice, payment is the correct amount, payee consistent with invoice. Cheque signatories to both initial the invoice and the reverse of the cheque stub.

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. 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.

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	Charities Act 2011, ss. 298-303; Local Government Act 1972, s.139 (1)

Prepared By: Justin Hook
Responsible Financial Officer

Sign & Date:

First Signatory:

Sign, Print & Date:

Second Signatory:

Sign, Print & Date: