Fornham All Saints Parish Council - Authorisation Sheets for Payments

Invoice	Payee	Details	Total		Reclaimable		Net Total		Power	Account	Cheque
No.					Vat				to Pay*		No.
	J Hook	Clerks salary, September	£	1,539.73					1		
	J Hook	Clerks expenses, September	£	30.48	£	5.08	£	25.40	1		
	Nest	Clerks Pension, September (DD)	£	9.75					1		
	Suffolk Cloud	Emails & domain	£	130.00					7		
	SALC	Clerks CiLCA trainging modules	£	416.40	£	69.40	£	347.00	3		
	Total Payments		£	2,126.36	£	74.48					

Payments for approval at full Council meeting on: 19th November 2024

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.

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)	

Confirmation that adequate funds are available to pay invoices.

Prepared By: Justin Hook Responsible Financial Officer First Signatory:

Sign & Date:

Sign, Print & Date:

Sign, Print & Date:

Second Signatory: