

Fornham All Saints Parish Council - Authorisation Sheets for Payments

Payments for approval at full Council meeting on: **20 February 2024**

Invoice No.	Payee	Details	Total	Reclaimable Vat	Net Total	Power to Pay*	Account	Cheque No.
	J Hook	Compiling and editing the newsletter, December hours plus expenses	£ 140.00			7		
	J Hook	Clerks salary, January	£ 563.30			1		
	J Hook	Clerks expenses, January	£ 95.43	£ 13.33	£ 82.10	3		
	L Harley	Locum Clerks Salary	£ 1,335.00			1		
	M Guest	Litter Picker Salary, November 2023	£ 205.83			1		2009
	M Guest	Litter Picker Salary, December 2023	£ 205.83			1		2009
	D Surman	Reimbursement from Charities Account for NAS joining	£ 80.00			4	Charities	
	D Lynch	VAS Battery Charging	£ 130.00			2		
	Community Workshop	Village Voice printing	£ 237.83			7	Newsletter	
	Total Payments		£ 2,993.22	£ 13.33				

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 unrepresented 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	Local Government Act 1975 s.144 – Contribute to organisations encouraging people to visit the area.

Prepared By: Justin Hook
Responsible Financial Officer

Sign & Date:

First Signatory:

Sign, Print & Date:

Second Signatory:

Sign, Print & Date: