

Fornham All Saints Parish Council - Authorisation for Payments

Payments for approval at full Council meeting on: **15th April 2025**

Invoice No.	Payee	Details	Total	Reclaimable Vat	Net Total	Power to Pay*
1	J Hook	Clerks salary, March	£ 715.74			1
2	Nest	Clerks Pension, March (DD)	£ 11.66			1
3	Community Workshop	Village Voice printing	£ 315.01			7
5	SALC	Payroll services, to 31st March	£ 57.60	£ 9.60	£ 48.00	1
6	SALC	Subscription 25/26	£ 326.27			3
7	Suffolk Cloud	Website hosting & support	£ 120.00			7
	Total Payments		£ 1,546.28	£ 9.60		

Invoices – Check arithmetic, matter to which invoice relates is included on the invoice, payment is the correct amount, payee consistent with invoice. Approvers to both initial the invoice and the authorisation sheet.

Ensure Council has ‘the power to pay’ all items.

No expenditure will be incurred that will exceed the amount provided in the budget. Complete VAT reclaim.

Bank reconciliations completed monthly by the Clerk & RFO. 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	Staff: Local Government Act 1972 S.112
2	S137: Local Government Act 1972 s.137
3	General: Local Government Act 1972 S.111
4	Small Holdings and Allotments Act 1908 ss.23,25
5	Recreation: Public Health Act 1875 s.164
6	Public Health Act 1980 ss.43, 50
7	Newsletters & websites: Local Government Act 1972 S.142
8	Litter Act 1983 ss. 5,6
9	Charities: Charities Act 2011, ss. 298-303; Local Government Act 1972, s.139 (1)
10	Churchyard: Local Government Act 1972 S.215

Prepared By: Justin Hook
Responsible Financial Officer

Sign & Date:

First Signatory:

Sign, Print & Date:

Second Signatory:

Sign, Print & Date: