



Procedures & Policy for Authorisation of Payments

Reviewed by LPC Meeting 18 September 2023 (No Amendments)

Introduction

- When payments are due to be paid it is the responsibility of the RFO (Clerk)/Deputy to examine each invoice (payment request), and to make sure bank details etc are verified and are in line with Financial and Statutory requirements.
- A list of payments made are circulated to all Councillors and published each month, known as 'Appx A'.
- At the Finance & Admin meeting held on the 5 July 21, it was agreed to continue with the processes regarding the checking of documents as followed during the covid pandemic restrictions. This includes payments made over £500, all salaries, and any other payments felt needing verification. This negates the need for invoices and associated documentation to be 'wet' signed.

Procedures

Payments:

- The RFO (Clerk)/Deputy will examine all payments due and input them onto the Unity Trust Bank system.
- Councillors who are authorised to ratify payments, will receive a text from the RFO (Clerk)/Deputy asking them to authorise payments on the UTB system. Those Councillors will then examine and tick the boxes on the UTB system to verify that all payments listed on the 'awaiting authorisation list,' can be submitted. Any queries raised by Councillors will be referred to the RFO(Clerk) Deputy as relevant.
N.b Further instructions for Councillors authorising payments on the UTB system are available
- All documentation for invoices over £500, salary information (slips), and any other payments as relevant, are to be seen by the Chairman or Vice Chairman in her absence, or another Councillor from the Finance & Admin committee if needed.
- An email to be sent from the Chairman/Vice Chairman to verify that these have been seen and ratified.

Expense claims:

- Expense claims for travel/out of pocket expenses made by the Deputy Clerk, Communications & Media Clerk, and Caretaker to be authorised by the Clerk.
- Expense claims for travel/out of pocket expenses made by the Clerk to be authorised by the Chairman or in her absence by the Vice Chairman.

Overtime claims:

- Overtime sheets for the Deputy Clerk, Communications & Media Clerk, and Caretaker to be verified by the Clerk.

- Overtime sheets for the Clerk to be verified by the Chairman or in her absence by the Vice Chairman.

List of payments to be ratified:

- The list of payments provided, known as 'Appx A', will show payments made.
- This list shall be circulated to all Councillors by the next monthly LPC meeting.
- This list is not required to be signed, but initials of members authorising the submission of payments will be recorded on the LPC minutes.
- This list will be published on the LPC website under present GDPR regulations.