



Procedure for Making Payments

Twyford Parish Council Policies and Procedures	
Procedure for Making Payments	
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Procedure for Making Payments:

1. All invoices for payment are examined, verified and certified by the Clerk. The Clerk shall satisfy him/herself that the work, goods or services to which the invoice relates shall have been received, carried out, examined and approved. The invoice may be for regular budgeted works/purchases or authorised works/grants/purchases.
2. The RFO shall examine invoices in relation to arithmetic accuracy and shall analyse them to the appropriate expenditure heading.
3. The RFO shall check there are sufficient funds in the account to honour the payment.
4. The RFO raises a payment, completes a payment slip, enters the financial payment onto the Financial Accounting package and presents the invoice to two authorised signatories for authorisation. The signatories authorise the payment on the online banking system.
5. Payments are sent off and invoices & payment slips filed.
6. A list of payments is presented to the next full Council meeting.