Latton Parish Council
Procedure for the Payment of Accounts

	Steps	Responsibility	Notes
1	Required Work is authorised against the relevant budget in line with the Financial Regulations.	Parish Council	As per Fin Regs. Clerk/RFO and Chairman may jointly approve up to £500. For purchases over £500, three quotations brought before Council for decision. For purchases over £100 three quotations should be obtained if possible. Companies not identified in public meeting at this stage.
2	Agreed budget and minute reference is added to the list of approved spend	Clerk/RFO	
3	Successful company is contacted to arrange for work to be carried out,	Clerk/RFO	Acceptance of quotation and any other information not provided previously (Method Statements, RAs, Insurance)
4	Work is carried out to a satisfactory standard in compliance to the specifications	Contracted Company	Although responsibility of company oversight will be needed on behalf of LPC. Can be a member reporting back to Clerk/RFO. LGA 1972 s101
5	Company sends request for payment (an invoice) to LMPC	Company ensures Invoice is sent direct to Clerk/RFO	Any invoice sent via e-mail must be printed out. Date of receipt of invoice to be written on printed copy.
6	Invoice is logged.	Clerk/RFO	Log of invoices to be created to show invoice number, date received, period covered for recurring invoices, current status (Received/ Awaiting Approval/ Loaded/ Approved/ Paid) and Date Paid)
7	Work is checked that it meets the required specifications	Clerk / or Member under guidance of officers	LGA 1972 s 101. .
8	Request for payment is compared to original quotation	Clerk/RFO	Clerk/RFO will compare to original quotation and minute reference and note this against each invoice on the log
9	Invoices are added to the financial report for review at the next council meeting. Invoices that have not been pre-approved or have a variance against original budget need approval at next Council Meeting.	Clerk/RFO	*Invoices must be approved by the council, except for conditions as listed in Fin Regs 4.1, 4.5 and 5.5*
10	Payment is authorised by TWO of THREE members. Status on invoice log is changed to Awaiting Approval.	Clerk/RFO	Payment will be recorded, VAT separated - where VAT can be reclaimed.
11	Internet Banking Schedule is drawn up and invoices are scanned into PDF and forwarded to nominated Councillors	Clerk/RFO	Details of invoice number, payee, amount and period covered are entered into schedule.

12	Clerk/RFO loads approved items to bank for internet banking where appropriate or prepares cheque for approval and forwards approved schedule to bank signatories.	Clerk/RFO	Payment is entered into bank account, reference to include invoice number or similar information.
13	Transactions on bank and/or cheque details are cross checked to banking schedule and invoice log	Two Councillors who are bank signatories	
14	Press either authorise or reject on Internet Banking page or sign cheque	Same Two Councillors as above	
15	On completion of approval/rejection, and notify Clerk/RFO. Make any comments if necessary to Clerk/RFO	Same Two Councillors as above	
16	Payments to be recorded onto Council Accounts records. Status on invoice log updated to Paid, and date of payment entered	Clerk/RFO	Accounts Spreadsheet
17	Signed Schedule will be noted at the next Council meeting	Parish Council	This step brings the procedure full circle.

Approved by Latton Parish Council on 23 April 2024