

Aberhafesp Community Council

Policy for making payments

Adopted May 2024

- Invoices presented for payment are checked by clerk for accuracy and then presented at the next Council meeting, to gain authorisation for payment.
- If payment by cheque two councillors sign the cheque and initial the cheque stub. If payment is to be made by bank transfer the clerk arranges this and prints off proof that the payment has been made which is then attached to the invoice.
- Invoices that have been paid are then stored in a file ready for checking off on the bank statement.
- When bank statement has been received the clerk checks the invoices off the statement and numbers them in order. The numbers are written on the top right hand side of the invoice.
- A spreadsheet is filled out showing the date, the number written on the invoice, the payee, description and the amount with any VAT recorded separately. This way the corresponding invoice can be found to the information on the spreadsheet.