

Tormarton Parish Council

Procedure Note for Financial Checks

Under Accounts and Audit regulations 2015 responsibility for financial governance lies with councillors. Tormarton Parish Council must demonstrate and carry out good practice measures to prevent and detect fraud and corruption.

Authorisation of Invoices

- Check invoice for PAYEE name – Does this agree with the cheque or BACS name?
- Check amount on the invoice and check it correlates with the cheque or BACS value?

When you are satisfied payee and amounts are correct:

- INITIAL the payment schedule
- INITIAL the invoice by the 'Councillor Stamp' and date the signature
- SIGN cheque and INITIAL the stub.

In line with Tormarton Parish Council's standing orders, authorisation is as follows:

- Any cheque payments needs two members to authorise.
- Any two signatories to authorise online payments.