

### **Controls over Disbursements**

Invoices for goods or services received by the Parish Council are checked for accuracy against prior quotations if applicable by the Responsible Financial Officer/Clerk to the Parish Council. These will be listed in the Agenda of the next appropriate Parish Council meeting for approval by the Councillors.

The Responsible Financial Officer/Clerk to the Parish Council will also either: -

1. Prepare a cheque for signature by two out of three Councillors designated to sign cheques who will also initial the stubs and relevant invoices or
2. Telegraphically transfer the monies by online banking. This will be carried out between meetings if the sums have already been agreed by the Councillors or after the next meeting once approval has been given.
3. A copy of the online bank statement for the period from the date of the previous meeting until the present meeting in respect of the Current and Reserve Bank Accounts shall be presented to the meeting and placed on file.

Signed.....

Signed.....

Dated.....