

Bourton on the Water Parish Council - Sample of transactions

Expenditure

Chq no	£	Payee	Payment Minuted & date	RFO and signatories Invoice / chq stub / payment authority (BACS, internet banking)	Bank statement	VAT	Power to spend	S.137	OK?
004584	£44	J. MCCann	2/5/18	Yes (although invoice not dated by supplier)	Yes – 4/6/18	None	Yes	No	Yes
004610	£72	EF & MN Joynes	9/1/19	Yes	Not yet cleared	£12	Yes	No	Yes
BACS	£7k	GCC	5/12/18	Yes	Yes	None	Yes	No	Yes
D/D	£502.13	Direct Tech UK Ltd	29/10/18	D/D agreed in April 2018	Yes	Yes	Yes	No	Yes

Income

Invoice and/or receipt	£	Banked promptly	Bank statement	Ok
Moore Friends	£144.90	Yes	Not yet received	Yes
Bourton U3A	£287.50	Yes	Yes	Yes