

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? |
|---------------|-----------|-------------------------|--------------------------------|---|----------------|-----|----------------|-------|----------|
| 4620 | £180.24 | Petty Cash | 03/06/19 (chq issued 29/04/19) | Yes | 10/05/19 | Yes | Yes | No | OK |
| 4633 | £500 | Bourton PCC | 09/011/20 | Grant approved minute 18/168 | 28/01/20 | No | Yes | Yes | OK |
| BACS 16/05/19 | £135 9.47 | HMRC | 05/06/19 | OK | 16/05/19 | No | Yes | No | OK |
| BACS 06/06/19 | £281 8.60 | Hewers FM | 05/06/19 | Yes | 06/06/19 | Yes | Yes | No | OK |
| BACS 03/10/19 | £250 | Glos Market Towns Forum | 02/10/19 | Yes | 03/10/19 | No | Yes | No | OK |
| BACS 23/10/19 | £488 2.13 | AA Fencing UK Ltd | 06/11/19 | Yes | 23/10/19 | Yes | Yes | No | OK but * |
| D/D 14/10/19 | £146.33 | Initial | 04/12/19 | Yes | 14/10/19 | Yes | Yes | No | OK |

*Only one quotation received for replacement of village green railings £4068+VAT. Minutes should note why Council agreed to proceed based on one quote when Financial Regulations say to seek 3 quotes.

PAYMENT MINUTE REFERENCES ALL REFER TO 18/168 which was approval of a monthly schedule of payments 6th February 2019. Some invoices date months after this date so cannot have been approved in February 2019 on a payment schedule.

Income

| Invoice and/or receipt | £ | Banked promptly | Bank statement | Ok |
|-------------------------|-----------|-----------------|----------------|----|
| Allotment rent 02/12/19 | £20 | 02/12/19 | 02/12/19 | OK |
| Room hire 07/01/20 | £50 | 13/01/20 | 13/01/20 | OK |
| Invoice 2019/232 | £18.00 | Paid by BACS | 04/11/19 | OK |
| Invoice 2019/242 | £11489.75 | Paid by BACS | 20/11/19 | OK |