



Appleton Parish Council

Appleton Parish Hall, Dudlow Green Road, Appleton, WA4 5EQ

Telephone 01925 268153 Email clerk@appletonparish.gov.uk

Confirmed at Finance and General Purposes Committee on 6th June 2024.

Financial Controls

- a. All payments are raised in accordance with a payment schedule, which includes agreed direct debit and bacs payments, with supporting documentation available, are signed at the third Tuesday monthly meeting.
- b. Details are then again provided to Members as a schedule for formal approval with the subsequently produced Parish Council Meeting minutes which includes a copy of the relevant payments Schedule for the month.
- c. The Chair at the next Parish Council meeting reconciles the Receipts & Payments Schedule and the Bank Statement by signing the Account Balance Summary.
- d. With regard to internet banking the payment are input on the Parish Council's internet banking account by the Assistant Clerk and then are checked by the Clerk. Once input each payment needs dual authorisation from two Parish Councillors to approve and authorise the payment in accordance in payment schedule. Once a payment has been input and approve by either party it cannot be amended in any way by the internal banking system it can only be cancelled. Payments are made in accordance with the Financial Regulations adopted by the Parish Council.