

Burgh & Tuttington Parish Council

Monthly Finance Procedures

These procedures expand on the agreed Financial Regulations and detail the exact procedure in more detail.

1. The Parish Clerk will send the latest Bank Statement with the agenda
2. Wherever possible all payments will be made by BACS
3. All invoices will be received and checked by the Parish Clerk
4. These invoices will be listed on the agenda for authorisation by the Parish Council
5. The Parish Council will allocate councillors to authorise the payments
6. Immediately after the meeting the Parish Clerk will set up the payments on the bank account and forward a request to members to pay
7. Included with the e-mail will be the invoices
8. If no invoice is available I,e, payment of grants then a copy of the draft minute will be sent instead
9. Members will authorise the payments and inform the clerk when completed
10. At the moment Unity does not have a native app for iOS or Android. However, the online banking system is optimised for use on a mobile device, using a browser such as Chrome, Edge, Safari or Firefox.