PROCEDURES ACCOUNTS PAYABLE

Note: Council Financial Regulations and relevant current resolutions of Council must be applied in all cases; avoidable expenditure must have prior approval of Full Council.

Ordering of Goods
All orders for goods must be authorised by the Town Clerk or Responsible Finance Officer.

Receipt of Goods
When a delivery is received it must be checked and any delivery note forwarded to Town Clerk or Responsible Finance Officer.

Receipt of Invoices
Invoices must be date stamped and initialled by the person opening the post (usually the Administration Assistant) and passed to the Responsible Financial Officer (RFO) or, the Town Clerk if relevant, on the day of receipt.

Payment of Invoices
The RFO will check that the invoice agrees with the order details and if everything is in order will approve payment, otherwise appropriate action to resolve any discrepancy will be taken.

Authorisation of Payments
BSETC usually has five Councillors who are authorised bank signatories. In order to access the bank accounts the RFO has to be a bank signatory.
A list of payments will be emailed to all members of the P,L&F committee as well as any other bank signatories for authorisation before payment is made.
All bank payments must be authorised by two signatories. the RFO cannot sign unilaterally [ref: Local Government Act 1972 s150(5)] except as specified in Financial Standing Orders and other regulations.
The RFO will make the initial online bank payments and a second Councillor signatory will complete the transactions.

Internal Controls
In addition to any measures outlined above, Financial Standing Orders, Councillor Internal Audit and independent Internal Audit will provide audit control and assurance.

The monthly review of the payments list for the current month, and the end of month bank reconciliations, the final payments list and cash book reports by the Planning Licensing and Finance Committee, with recommendation to Full Council, is to provide audit assurance.

Adopted November 2025