

Paper 2– Expenditure incurred since 3rd June 2020**Paper 2 – 01.07.20 Agenda Item 10b)**

The integrity of the Council’s finances will be protected during this period by two of three signatories checking and approving in person (by signing) invoice for payment for which they will have seen the originals copies. Cheques will be signed by a visit by the Clerk, by prior arrangement to the dwellings of two of the signatories. At all times social distancing will be employed and gloves will be worn by those handling the paperwork.

Within the Council’s Financial Regulations (4.1) - expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget or where prior approval has been given for such expenditure to be incurred e.g. under contractual agreements.

This authority is to be determined by: • the council for all items over £2,500; • the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items below £2,500.

Such authority is to be evidenced by the submission of this paper – presented by the Clerk and will be countersigned by the Chairman at an appropriate meeting observing social distancing rules. Invoices were only processed for payment by the Parish Clerk once she was satisfied that the payment sums match the invoices produced.

Accounts paid since 3rd June 2020	Voucher	METHOD	NETT	VAT	TOTAL	POWER INCURRED
New Green Trust – Office Suite Rent (May 20)	892	SO		375.64	0.00	375.64 LGA 1972 s111
Plusnet – Telephone & internet (May 20)	893	DD		45.80	9.16	54.96 LGA 1972 s111
Transfer to Rec Grd Acct – Grant	TRF	TRF		680.00	0.00	680.00 LGA 1972 s137
Transfer to Rec Grd Acct – reclaim of VAT	TRF	TRF		25.16	0.00	25.16 LGA 1972 s111
Eurooffice – Stationary	894	CC		111.86	22.37	134.23 LGA 1972 s111
Zoom – Videoconferencing subscription	895	CC		119.90	23.98	143.88 LGA 1972 s111
Amazon – Prime membership	896	CC		7.99	0.00	7.99 LGA 1972 s111
Post Office – Stamps	897	CC		24.72	0.00	24.72 LGA 1972 s111
Salaries - June	898-902	3584-3585,3627		5665.14	0.00	5665.14 LGA 1972 s112

Presented by: **Mrs V Waples, Responsible Financial Officer**

Countersigned by: **Mr C Dashper, Chair to the Parish Council**