

Each Month, up to 11.30 am on the day of the Full Council Meeting

1.	Receive invoice / payment request	
2.	Check invoice against supporting paperwork	eg orders, quotes, correspondence etc
3.	Check payment date	For direct debits process payments to be taken in-month or already taken and not recorded.
4.	Add unique reference no	Direct Debits - use DD and reference no BACS – use reference number only Cheques – use cheque number once written
5.	Add payment date	Unless an urgent payment is being made, this will be the date of the Full Council meeting where the payment is approved.
6.	Record invoice details	Word document under 'invoices to be paid' (example A)
7.	Scan the invoice and paperwork	Save under 'invoices to be paid' for the appropriate year and month. Filename = the payment reference.
8.	Record the payment on Rialtas	NB Can only do this once the previous month has been closed. Use the unique reference number generated in (4) Tick the bottom right of the invoice to show it has been recorded.
9.	If not DD, set up BACS payments on UTB or write a cheque.	For BACS, add the UTB transaction reference to the bottom of the invoice.
10.	File the hard copy and relevant paperwork in the invoices folder.	File by month approved (This might not be required – assess after a 12-month period).

After 11.30 on the day of Full Council

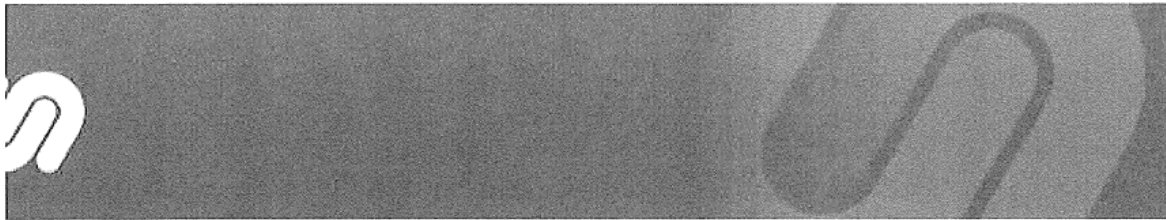
1.	Merge all invoices into one PDF for DDs and one for other payments.	Use PDF Sam
2.	Print the details of payments to be approved	(Example A)
3.	Print the full list of transactions to be processed	Use print screen (Example B)
4.	Add the transaction references to the list	
5.	Carry out a cross check	
6.	PDF the annotated transaction list	Save under 'invoices to be paid'

A. Example list of payments to be approved**WTC accounts for Payment****Payments made prior to meeting**

Supplier	Service	Net	Vat	Gross	Chq / BACS No
Shropshire Council	Salaries December (includes backdated payrise)			8906.69 3038.94 3783.01	BACSPAYROLL BACSLGPS BACSHMRC
EE	Mobile Phones	43.03	8.61	51.64	DD
Lloyds Bank	Corporate Card charges	3.00	0.00	3.00	DD
Unity Trust Bank	BACS Charges	33.60	0.00	33.60	DD

Payments for authorisation

Supplier	Service	Net	Vat	Gross	Chq / BACS No
Highline Electrical	Streetlight Repairs	178.00	35.60	213.60	174.22
ISM IT Ltd	IT Support	92.97	18.59	111.56	175.22
PG Skips	Bin Emptying	96.84	19.36	116.20	176.22
Waterplus	Water – Leek St Toilets	41.02	0.00	41.02	177.22
Shropshire Council	Joint Energy Costs	1593.56	318.71	1912.27	178.22
Fenland Leisure Products	Playground Parts	79.13	15.83	94.96	179.22
Healthmatic	Public Toilets Cleaning	829.17	165.83	995.00	180.22

B Example List of Transactions to be approved**Awaiting Authorisation**

Customer details

Customer: Wem Town Council

Select the transactions/instructions you wish to authorise or reject

Email Reminder

List of transactions awaiting authorisation

Type	Payment Details	Amount	Post Date	User	
<input type="checkbox"/> Pay New B/P	From: 60-83-01 20370820 Unity Current Account T2 To: 30-97-80 37573668 Parkinson Partners Ref: Wem TC	-300.00 GBP	ASAP	POHAGAN12 Mrs Penelope O'Hagan	173.22
<input type="checkbox"/> Pay New B/P	From: 60-83-01 20370820 Unity Current Account T2 To: 07-01-16 02224346 Sue Falder Ref: Civic Service	-240.00 GBP	ASAP	POHAGAN12 Mrs Penelope O'Hagan	170.22
<input type="checkbox"/> Pay New B/P	From: 60-83-01 20370820 Unity Current Account T2 To: 40-32-21 61072129 Mr Geoffrey M Soul Ref: Townsman Expenses	-98.80 GBP	ASAP	POHAGAN12 Mrs Penelope O'Hagan	169.22
<input type="checkbox"/> Pay Bill	From: 60-83-01 20370820 Unity Current Account T2 To: 55-50-05 55743838 SALC Ref: Training1754	-150.00 GBP	ASAP	POHAGAN12 Mrs Penelope O'Hagan	181.22