PAYMENT SCHEDULE
NOVEMBER 2018

Once payments have been authorised by two Councillors the individual bank signatories signing the cheques need to be recorded on the schedule. This may be done by initials as listed:
SC – Sarah Clare (Clerk), BS – Brian Smallcombe (Chair), JP – Juliet Pierce (Vice-Chair)
AS – Adrian Smith (Councillor), CG – Carol Garrett (Councillor)

Date of Cheque	Cheque No.	Signed by (1)	Signed by (2)	Details	Amount
21/11/18	100515			Clerk's Salary (£399.80) & Expenses (£86.26)	£486.06
21/11/18	100516			SALC – Finance for Clerks Training	£ 90.00
21/11/18	100517			SALC – Provision of Payroll Services	£ 54.00
21/11/18	100518			Carol Garrett – reimbursement of envelopes bought for Parish Council	£ 22.62
21/11/18	100519			The Poppy Appeal cost of wreaths (£29) & Charitable Donation (£)	
				TOTAL	

Payments authorised by: ……. ……. Date: …….
(print) (print)

……. ……. Date: …….
(sign) (sign)