



**TADA
Rural
Support
Network**

Before any payment is made it should be authorised by an appropriate person or persons as detailed in your policy. The person or persons authorising the payments should check the invoice against the requisition and if satisfied, sign the invoice, direct debit, standing order mandates etc. As proof of authorisation and pass of necessary to the person responsible for making the payment as soon as possible. What ever method of payment is used (cheque, cash, direct debit, standing order, etc), all payments should be entered into your payments books as payments are made.

The details entered into this book should always include an analysis of the type of payments made. This analysis is important for producing information about spending to your committee. It will help you to see any variance the budget/cash/flow statement.

- A template attached provides a payment book format for you to us as a guide.
- The paperwork to support the entries in the book should be filled in number order in a file named paid invoices. This will enable all tracing of all accounts back to original documentation.

All monies received by the group should be able to be traced through paperwork from the moment it is received to the moment it is banked, or spent. This is know as an audit trial.

- Details of the payment should be entered onto the invoice i.e cheque number, date paid, amount paid. This helps to prevent invoices being paid twice.
- At the end of each month the book should be totalled
- You should use the book at the end of every month to assist you in the preparation of the bank reconciliation

- When the goods/services are delivered they should be checked for quality and quantity with the purchase requisition form.
- Always take advantage of the credit period given on the invoice.

The following shows an example of a simple payment book

Number	Item	De-	Cheque	Total	£	Invoice	Date	Date Paid	Cleaning
001	Food		0047	21.40				9 May	
002	Art Materials		0045	20.84				8 May	
003	Cleaning Materials		0046	16.80		8 April		8 May	
004	Milage		0048	17.50				12 May	
Total									

