

**MIDDLEWICH TOWN COUNCIL**  
Victoria Building,  
Lewin Street,  
Middlewich, CW10 9AT  
Telephone – 01606 833434  
Email – Clerk@middlewich.org.uk



### **INVOICE PROCESSING PROCEDURE**

The purpose of this procedure is to ensure that invoice processing is carried out appropriately and in accordance with Middlewich Town Council's Financial Regulations.

1. It is important that all invoices to be presented for payment are VAT invoices if there is a VAT charge on the invoice.
2. All invoices to be paid by the Town Council must be approved by the Town Clerk, or in their absence the Deputy Town Clerk.
3. If the Town Clerk is happy with the contents and value of the invoice, they will stamp and date the same as approved. They will also enter on the invoice the Cost Centre and Code to which the invoice should be coded.
4. The approved invoices will be passed to the Administration Assistant to enter onto the RBS software.
5. The administration assistant will note the sequential number generated by the RBS Purchase Ledger on the face of the invoice. The invoice should then be placed in the Purchase Ledger file.
6. Whilst entering the invoices, the Administration Assistant should check the contents and value of the invoice and raise any anomalies with the Town Clerk.
7. The Town Clerk will then prepare the invoices for payment every two weeks.
8. The 'List of Payments to be made' generated by this process, will be submitted for approval to either the Internal Committee or Full Council.
9. If approval is provided for the payments to be made at the meeting, two Councillors from the Committee present at the meeting (preferably the Chairman and Vice Chairman) will sign the List to signify the Committees approval.
10. The next working day the Town Clerk will process the invoices for payment on the RBS system and enter them onto the Bank Account.
11. The Town Clerk will then email one of the Councillors holding a bank mandate to approve the payments on the bank account.
12. The Councillor to approve the payments will be allocated on a rota basis amongst the bank mandated Councillors.