

Report to Overton Community Council

Overpayment to Katrina Chalk (Clerk)

An overpayment of £31 was made Tuesday 17th November 2020. The amount full amount paid was £123.10 (Scribe 245 to 250). It should have been £92.10. The £31 was returned on Wednesday 18th November 2020. The overpayment was noticed under the current procedure being used, during Covid (the Chair of the Council and Chair of Finance Committee are emailed when any transaction is arranged).

Recommendation:

To avoid this occurring again, the Clerk will scan all invoices *prior* to payment, send to full council prior to a meeting (or the Chairs of both the council and finance committee, if the payment has been set up before a council meeting). Once the payment list has been compared with the invoice, the payment/s can be made which will bring the Covid-era procedure in line with Financial Regulations applicable when Council met in person.

Another quarterly check on the accounts will take place in December with two councillors present to go through all the transaction over the past four months.

Katrina Chalk