Invoice arrives & is given reference number Item details & reference number added to draft Payments List Draft Payments List reviewed at Finance meeting (third Tuesday of month) Clerk inputs details of invoices into Barclays online system Payments List is circulated at Parish Council Meeting Any late additions are added to the Payments List at the meeting Payments List is then approved by Full Council at Parish Council meeting (on 4th Wednesday of the month) Final additions added to Barclays online system by Clerk Final (approved) Payments List sent to authorised Cllrs by 12pm the next day (Thursday) Authorised Cllr receives final Payments List, opens online banking and makes time to authorise payments by end of Friday