



**Policy for dealing with Income**

**202-2026**

1. Invoices for Picton Cemetery are raised by the Clerk.
2. Cheques and BACS payments received are recorded in the council's accounts spreadsheet.
3. Cheques should be paid into the council's main bank account as soon as possible.
4. Receipt of payment should be recorded by the Clerk and/or Financial Officer on the council's accounts spreadsheet.
5. All payments should be reconciled with HSBC bank statements and filed accordingly.