**Internal Controls Policy**

Adopted at a Parish Council Meeting on the 4th July 2016   
Minute reference 2016\_17\_66

Reviewed 17th May 2021 Pt. 13

Reviewed 20th November 2023 Pt. 12 (b)

**Objective: To safeguard the council's funds and to minimise risk.**

**Policy**

Due to the small size of the council's precept the following further checks are to be carried out every year, following a parish council meeting.

1. Completion of the Internal Financial Control Checklist & Certificate

To complete the procedure, use the checklist overleaf:

* + 1. six random cheque stubs to be checked against bank statements and invoices (Items to be initialled when checked.) List the six items in the relevant section of the checklist. Once check has is completed the appointed councillor is to complete and sign the certificate below.
    2. RFO to sign certificate once inspection has finished.
    3. Any comments to be reported back to council, minuted and actioned.

Councillors take turns in performing the checks.

**CERTIFICATE OF INTERNAL FINANCIAL CONTROL**

Check carried out following the July 2023 meeting.

We certify that the Internal Check was satisfactory and any amendments are noted below.

Cllr: ..Keith Russell RFO: Maxi Freeman

Signed: ....................................................... Signed: .......................................................

Dated: 18th September 2023

