

Internal Controls Policy

Reviewed and approved at a Parish Council Meeting on the 8th May 2017.

Minute reference 2017_18_662

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

Policy

1. A bank reconciliation to be performed by a member of Council after every meeting.

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

2. Completion of the Internal Financial Control Checklist & Certificate
To complete the procedure, use the checklist overleaf:
 - i) 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.
 - ii) RFO to sign certificate once inspection has finished.
 - iii) 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 on the

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

Cllr: RFO:

Signed: Signed:

Dated:

| | Yes | No | Comment |
|---|-----|----|---------|
| Payments | | | |
| Original bank statement crossed ref to 6 entries in cashbook and supporting documents. List the 6 payments audited below by their chq number. | | | |
| Cheques signed after payment schedule was approval. (Check in minutes) | | | |
| Invoices seen and correct | | | |
| All cheque payments are authorised by three signatories | | | |
| The cheque counterfoil initialled by the auditing Member | | | |
| Petty cash checked and balanced to required holding | | | n/a |
| Direct debit payments agree with authorised list | | | n/a |
| Bank accounts reconciled for every Parish Council meeting | | | |
| Salaries | | | |
| PAYE and NIC paid over on time? | | | |
| PAYE and NIC payments agreed to payroll? Agree to bank statement | | | |
| Check pension payments made and agree to schedule | | | n/a |
| Evidence that all end of year reporting completed with HMRC | | | |
| Check staff annual appraisal completed. | | | |
| Budget Control | | | |
| All payments entered into the cashbook accurately with the relevant power referenced in the Minutes. | | | |
| Payment schedule presented at Parish Council Meeting | | | |
| All payments within budget | | | |
| If not - approval to transfer minuted | | | |
| S137 is accounted for separately | | | |
| VAT | | | |
| There is a separate VAT column on the accounting spreadsheet/system | | | |
| The VAT is claimed regularly annually. State last reclaim date | | | |
| Income | | | |
| Receipts are correctly recorded on accounts system/spreadsheet | | | |
| Receipts are reconciled against original bank statements | | | |
| Receipts to Parish Council minuted and evidenced with receipt/invoice. | | | |
| A reconciliation of accounts is presented to Council regularly, and date of last one. | | | |
| Asset Register | | | |
| Risk assessment checks completed as indicated on the Register. | | | |
| All council properties in register and register up to date | | | |
| Financial Regulations | | | |
| Reviewed and approved annually. Including any new policies | | | |
| Audit | | | |
| Council have reviewed internal/external auditors comments. Comments have been actioned | | | |
| Council have appointed an Independent Auditor | | | |
| Other | | | |
| Any other comments | | | |