



Internal Controls Policy

Adopted at a Parish Council Meeting on the 4th July 2016

Minute reference 2016_17_66

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			