

## Internal Controls Policy

**Reviewed and adopted at a Parish Council meeting on the 16<sup>th</sup> May 2019.**

**Minute reference: 190516/18**

**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) Four random cheque stubs to be checked against bank statements and invoices (Items to be initialled when checked.) List the four 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: .....

## Internal Controls Policy

Internal Check list		Yes	No	Comment
<b>Payments</b>				
Original bank statement crossed ref to four entries in cashbook and supporting documents. List the four 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 two 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				
<b>Salaries</b>				
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.				
<b>Budget Control</b>				
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				
<b>VAT</b>				
There is a separate VAT column on the accounting spreadsheet/system				
The VAT is claimed regularly annually. State last reclaim date				
<b>Income</b>				
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.				
<b>Asset Register</b>				
Risk assessment checks completed as indicated on the Register.				
All council properties in register and register up to date				
<b>Financial Regulations</b>				
Reviewed and approved annually. Including any new policies				
<b>Audit</b>				
Council have reviewed internal/external auditors comments. Comments have been actioned				
Council have appointed an Independent Auditor				
<b>Other</b>				
Any other comments				