

Internal Controls Policy

Adopted at a Parish Council meeting on the 14th October 2015. Minute reference: 2015/16_27

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:
 - i) three random cheque stubs to be checked against bank statements and invoices.
Appointed councillor to complete and sign the certificate.
 - 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

Financial Control Check of Accounts

Check carried out on the: _____

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

Cllr

Signed: Dated:

Responsible Finance Officer

Signed: Dated:

Internal Control	Tests	Checked Yes/No
Accounts	Is the cashbook maintained and up to date?	
	Is the cashbook arithmetically correct?	
	Are payments in the cashbook supported by invoices and have they been authorised and minuted? Three payments checked for correct entry in accounts, authority to pay, supported by invoices and minuted. 1. 2. 3.	
	Has VAT on payments been identified, recorded and reclaimed?	
	Is Section 137 expenditure separately recorded and within statutory limits? (From 20.05.15 onwards not relevant as Council adopted GPC.)	
	Is there an up-to-date bank reconciliation?	
Risk Management Arrangements	Does a scan of the minutes identify any unusual activity?	