

Stratfield Mortimer Parish Council

Internal Financial Controls - quarterly review

	YES	NO	Comment	
All payments are authorised by two Members.	✓			
Cheque signatories have initialled the original invoice as evidence.	✓			
The cheque counterfoil is initialled by the cheque signatories.	✓			
Bank accounts are reconciled monthly.	✓			
Payroll actioned accurately on a monthly basis.	✓			
All payments entered into accounting system accurately.	✓			
Payment schedule presented to Full Council monthly (apart from August and December).	✓			
s137 and VAT are accounted for seperately within the accounting system.	✓			
The VAT is claimed quarterly.	✓			
Receipts are correctly recorded on accounts system.	✓			
Receipts are reconcilled against original bank statements.	✓			
For funds being transferred between accounts, a virement has been agreed and recorded by the Council.	✓			
A reconciliation of accounts is presented to Council monthly (apart from August and December).	✓			
The internal checks occur quarterly.	✓			
Any other comments				
Auditing Member: - PRINT NAME (Signature)			<i>M D Dennett</i>	
Date:			16th August 2021	