

Stratfield Mortimer Parish Council

Internal Financial Controls - quarterly review - 01/07/21 - 30/09/21

		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)		M D Dennett			
Date:		01/11/2021			