

Stratfield Mortimer Parish Council

Internal Financial Controls - quarterly review - 01/10/21 - 31/12/21

	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.	✓		VAT repayment for Q3 was received 28/01/2022
Receipts are correctly recorded on accounts system.	✓		
Receipts are reconcilled against original bank statements.	✓		
For funds being transferred between budget accounts, a virement has been agreed and recorded by the Council.	✓		
Funds in the Unity Trust Bank account in excess of £85,000 are, in agreement with the Chairman and Vice-Chairman, transferred to the Council's Public Sector Deposit Fund and reported to Full 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: 22 /02/2022					