

Stratfield Mortimer Parish Council

Internal Financial Controls - quarterly review 01/04/2022 - 30/06/2022

	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 received 26th July
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>		
23rd August 2022			