

Stratfield Mortimer Parish Council

Internal Financial Controls - quarterly review - 01/07/22 - 30/09/2022

	YES	NO	Comment	
All payments are authorised by two Members.	✓			
For electronic payments, signatories check the payee and amount against the payment list agreed by Full Council.	✓			
The Chairman and/or Vice Chairman spot checks 2 payments per month for correct payee and amount against original invoices.	✓		2 invoices for each of Jul Aug Sept checked and signed	
For cheque payments, the cheque counterfoil and invoice are 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.	✓		Refund for July-Sept received 2nd Nov	
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:	25/11/2022				