

## Stratfield Mortimer Parish Council

### Internal Financial Controls - quarterly review - 01/01/2023 - 31/03/2023

	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.	✓		
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.	✓		Payment for Jan - March received 28/04/2023
Receipts are correctly recorded on accounts system.	✓		
Receipts are reconcilled against original bank statements - a check is undertaken by a nominated councillor on a quarterly basis.	✓		
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					
<b>M D Dennett 28/04/2023</b>					