

Stratfield Mortimer Parish Council

Internal Financial Controls - quarterly review - 01/04/2023 - 30/06/2023

		YES	NO	Comment	
All payments are authorised by two Members.		Y			
For electronic payments, signatories check the payee and amount against the payment list agreed by Full Council.		Y			
The Chairman and/or Vice Chairman spot checks 2 payments per month for correct payee and amount against original invoices.		Y			
For cheque payments, the cheque counterfoil and invoice are initialled by the cheque signatories.				N/A for period.	
Bank accounts are reconciled monthly.		Y			
Payroll actioned accurately on a monthly basis.		Y			
All payments entered into accounting system accurately.		Y			
Payment schedule presented to Full Council monthly (apart from August and December).		Y			
s137 and VAT are accounted for separately within the accounting system.		Y		S.137 WA (given power of confidence)	
The VAT is claimed quarterly.		Y		Payment for quarter 1 received 25/07/2023	
Receipts are correctly recorded on accounts system.		Y			
Receipts are reconciled against original bank statements - a check is undertaken by a nominated councillor on a quarterly basis.		Y			
For funds being transferred between budget accounts, a virement has been agreed and recorded by the Council.		Y			