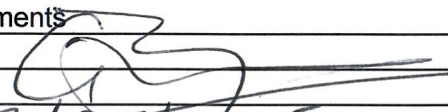


# Stratfield Mortimer Parish Council

Internal Financial Controls - quarterly review - 11 Jan 2025 - 31 March 2025

		YES	NO	Comment	
All payments are authorised by two Members.		Y			
For electronic payments, signatories check the payee and amount against the payment list as authorised by the 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.		Y		V few cheques, if any	
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 the Council monthly (apart from August and December).		Y			
s137 and VAT are accounted for seperately within the accounting system.		Y			
The VAT is claimed quarterly.		Y		4th quarter's received 11/04/2025	
Receipts are correctly recorded on accounts system.		Y			
Receipts are reconcilled 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			
Funds in the Unity Trust Bank account in excess of £50,000 and up to £50,000 are, in agreement with the Chairman or Vice-Chairman, transferred to the Council's Public Sector Deposit Fund and reported to the Council.		Y			
A reconciliation of accounts is presented to Council monthly (apart from August and December).		Y			
The internal checks occur quarterly.		Y			
Any other comments					
Signature: 					
Date: 22/04/2025					

C14/BKID/MA