Stratfield Mortimer Parish Council

Internal Financial Controls - quarterly review - 01/04/2025-30/06/2025

| For electronic payments, signatories check the payee and amount against the payment list as authorised by the 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 sistenatories. Bank accounts are reconciled monthly. Payroll actioned accurately on a monthly basis. All payments entered into accounting system accurately. Payment schedule presented to the Council monthly (apart from August and December). The VAT is claimed quarterly. Receipts are accorrectly recorded on accounts system. Receipts are reconciled 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 £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. A reconcilation of accounts is presented to Council monthly (apart from August and December). Any other comments Signature: Any other comments Signature: All Payments checkes 2 payments per month for correct payment for correct payment for correct payment for correct payment for correct payments accurately by the Council. A reconcilation of accounts is presented to Council monthly (apart from August and December). Any other comments Signature: Any other comments | | | YES | NO | Comment | |
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