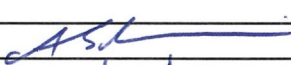


Stratfield Mortimer Parish Council

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

		YES	NO	Comment	
All payments are authorised by two Members.		✓		2 Payments checked	
For electronic payments, signatories check the payee and amount against the payment list as authorised by the Council.		✓		Payment list requested	
The Chairman and/or Vice Chairman spot checks 2 payments per month for correct payee and amount against original invoices.		✓		2 Payments checked	
For cheque payments, the cheque counterfoil and invoice are initialled by the cheque signatories.		N/A			
Bank accounts are reconciled monthly.		✓			
Payroll actioned accurately on a monthly basis.		✓		checked June	
All payments entered into accounting system accurately.		✓		checked 2 Payments	
Payment schedule presented to the Council monthly (apart from August and December).		✓		As per Council meeting papers	
s137 and VAT are accounted for separately within the accounting system.					
The VAT is claimed quarterly.		✓		1st quarter's received 14/07/2025	
Receipts are correctly recorded on accounts system.		✓			
Receipts are reconciled against original bank statements - a check is undertaken by a nominated councillor on a quarterly basis.		✓		checked Tennis Club	
For funds being transferred between budget accounts, a virement has been agreed and recorded by the Council.		N/A			
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.		✓		Review £50,000 level, some potential loss of interest - not material	
A reconciliation of accounts is presented to Council monthly (apart from August and December).		✓			
The internal checks occur quarterly.		✓			
Any other comments					
Signature: 					
Date: 28/7/2025					
ANDREW RICHARDSON					