

Stratfield Mortimer Parish Council

Internal Financial Controls - quarterly review - 01/10/2025-31/12/2025

	YES	NO	Comment
All payments are authorised by two Members.	✓		Checked via Blaccount
For electronic payments, signatories check the payee and amount against the payment list as authorised by the Council.	✓		
A councillor 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.	N/A	N/A	NOT accepting Cheques payments.
Bank accounts are reconciled monthly.	✓		
Payroll actioned accurately on a monthly basis.	✓		
All payments entered into accounting system accurately.	✓		Reconciliations.
Payment schedule presented to the Council monthly (apart from August and December).	✓		
s137 and VAT are accounted for seperately within the accounting system.	N/A	N/A	3rd
The VAT is claimed quarterly.	✓		2nd quarter's received 12/01/2026
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.	✓		if required confirm with Chairman Parish 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.	✓ By agreement		Short-term manager allowing over to cover expected bill payment to return 28/02/26
A reconciliation of accounts is presented to Council monthly (apart from August and December).	✓		
The internal checks occur quarterly.	✓		
Any other comments			To have a checklist of documents required for each month.
Signature:			Jayne Todd
Date:			09/02/26