

Stratfield Mortimer Parish Council

Internal Financial Controls - quarterly review - 01/04/2026-30/06/2026

	YES	NO	Comment	
All payments are authorised by two Members.	✓		Admin + Banking	
For electronic payments, signatories check the payee and amount against the payment list as authorised by the Council.	✓		System Support this	
			As above.	
The Chairman and/or Vice Chairman spot checks 2 payments per month for correct payee and amount against original invoices.	✓		EE - £15.56 July 26 SLCC - £253.00 July	
For cheque payments, the cheque counterfoil and invoice are initialled by the cheque signatories.	✓		Only req to cheque	
Bank accounts are reconciled monthly.	✓		paying in - PC no longer	
Payroll actioned accurately on a monthly basis.	✓		use cheques.	
All payments entered into accounting system accurately.	✓		Checked Unity	
			+ Llyods June 26	
Payment schedule presented to the Council monthly (apart from August and December).	✓		May + June 26	
			checked.	
s137 and <u>VAT</u> are accounted for seperately within the accounting system.	✓			
The VAT is claimed quarterly.	✓		1st quarter's checked	
Receipts are correctly recorded on accounts system.	✓		received: 13/07/2026	
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.	✓			
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 reconciliation of accounts is presented to Council monthly (apart from August and December).	✓			
The internal checks occur quarterly.	✓			
Any other comments				
Well managed, recorded.				
Signature: Jayne Toder				
Date: 14/08/26				