Stratfield Mortimer Parish Council

Internal Financial Controls - quarterly review - 01/07/2026-30/09/2026

		YES	NO	Comment	
All payments are authorised by two Councillors.		✓			
For electronic payments, signatories check the payee and amount against the payment list as authorised by the Council.		✓			
The Supervising Councillor (or Chairman or Vice Chairman in their absence) 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.				No cheques in period.	
Bank accounts are reconciled monthly.		✓			
Payroll actioned accurately on a monthly basis.		✓			
All payments entered into accounting system accurately.		✓			
Payment schedule presented to each Full Council Meeting.		✓			
S137 and VAT are accounted for seperately within the accounting system.		✓			
The VAT is claimed quarterly.		✓		2nd quarter's received:14/10/2026	
Receipts are correctly recorded on accounts system.		✓			
Receipts are reconcilled against original bank statements - a check is undertaken by the Supervising Councillor (or Chairman or Vice Chairman in their absence) or on a quarterly basis.		*			
For funds being transferred between budget accounts, a Virement has been agreed and recorded by the Council.		✓		N/A	
Sufficient funds will be retained in the Unity Trust Current Account to meet anticipated liabilities, with transfer to and from the Public Sector Deposit Funds as necessary, authorised by the RFO following any consultaion thought necessay in accordance with the Financial Regulations.		✓		£160K transfer.	
A reconcilation of accounts is presented to Council at each scheduled meeting of the Full Council.		✓			
The internal checks occur quarterly.		✓			
Any other comments * Don't follow how this can be checked accurately					
Signature:					
Date: 16 Nov 2026					