

INTERNAL CONTROLS POLICY

Whitchurch-on-Thames Parish Council

To be regularly reviewed by the Council on a quarterly basis.

Objective: To safeguard the council's funds and to minimise risk.

Policy:

1. On a regular basis, at least once in each quarter, and at each financial year end, a member (or two) other than the Chairman or a cheque signatory, shall be appointed to verify bank reconciliations for all accounts produced by the Council's RFO. The member shall sign the reconciliations and the original bank statements, or a similar document as evidence of verification. This activity when done will be reported, including any exceptions, to and noted by the council.
2. Completion of the Internal Financial Control Checklist & Certificate.
To complete the procedure, use the checklist overleaf:
 - Once the check is completed the appointed councillor is to complete and sign the certificate below.
 - RFO to sign certificate once inspection has finished.
 - Any comments to be reported back to council, minuted and actioned.

CERTIFICATE OF INTERNAL FINANCIAL CONTROL

Q4/22

Check carried out on the 10/1/23 (date)

We certify that the Internal Check was satisfactory, and any amendments are noted overleaf.

Cllr PARKET

RFO J.M. YAMAMOTO

Signed Francis Parker

Signed Jmy

Dated 10/1/2023

Reported to Council at meeting held on 12 JANUARY 2023

Minute Ref. 8.3

Internal Controls Checklist

Internal Check List

Payments	Yes	No	Comment
Original bank statement cross referenced to entries in the spreadsheet/accounts system and supporting documents. <i>List below by statement number and bank account.</i> A/C No: 50307360 October 2022 November 2022 December 2022	✓		
Invoices seen and correct. Invoices should be signed by signatories and initialled by RFO	✓		
Bank accounts reconciled monthly and cross referenced to a minimum number of entries in the payments schedule	✓		
List of electronic payments authorised and signed by approver	✓		
All cheque payments authorised by two signatories and stubs initialled			N/A - no cheques.
Petty cash (if any) checked and balanced to required holding			N/A - no petty cash.
Charge/Debit card statement checked against receipts/authorisation and powers	✓		

Direct Debit payments agree with authorised list	✓		
Salaries	Yes	No	Comment
PAYE & NIC paid on time	✓		
PAYE & NIC payments agree to payroll and agree to bank statement	✓		
Check pension payments are made and agree with payments schedule			NA - no pension
Budget Control	Yes	No	Comment
All payments entered into the cashbook/system accurately.	✓		
Payment schedule presented at Parish Council Meeting	✓		
All payments within budget	✓		
If not, approval to transfer minuted			
S137 is accounted for separately			N/A
VAT	Yes	No	Comment
There is a separate VAT column on the accounting spreadsheet/system.	✓		
The VAT is reclaimed regularly, quarterly or annually?			- VAT submitted annually
Receipts	Yes	No	Comment
Receipts are correctly recorded on account spreadsheet/system List below by receipt number	✓		
Receipts are reconciled against original bank statements	✓		

Receipts to Parish Council minuted			
A reconciliation of accounts is presented to council regularly Date of last one?			November reconciliation presented at Dec. 8/22 meeting

Review Date: 10 / 1 / 2023