

# 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

Check carried out on the 15/10/23 (date)

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

Cllr FRANCET PARKER

RFO JANE M. YAMAMOTO

Signed Francet Parker.

Signed [Signature]

Dated 15/10/2023

Reported to Council at meeting held on 9/ NOVEMBER 2023

Minute Ref. 8.5 Q2

## Internal Controls Checklist

### Internal Check List

Payments	Yes	No	Comment
<b>Original</b> bank statement cross referenced to entries in the spreadsheet/accounts system and supporting documents. <i>List below by statement number and bank account.</i>	✓		
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	✓		
Petty cash (if any) checked and balanced to required holding		✓	NO PETTY CASH KEPT
Charge/Debit card statement checked against receipts/authorisation and powers	✓		

Direct Debit payments agree with authorised list	✓		
<b>Salaries</b>	<b>Yes</b>	<b>No</b>	<b>Comment</b>
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		✓	
<b>Budget Control</b>	<b>Yes</b>	<b>No</b>	<b>Comment</b>
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		
<b>VAT</b>	<b>Yes</b>	<b>No</b>	<b>Comment</b>
There is a separate VAT column on the accounting spreadsheet/system.	✓		
The VAT is reclaimed regularly, quarterly or annually?	✓		Annually
<b>Receipts</b>	<b>Yes</b>	<b>No</b>	<b>Comment</b>
Receipts are correctly recorded on account spreadsheet/system <i>List below by receipt number</i>	✓		
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?	✓		

Review Date: 15/10/2023