

LITTLE SMEATON PARISH COUNCIL INTERNAL CONTROL (01.05.22)

CHECKS	Initial	Initial
<p>Accounting records ie, cash book: Is the cash book being kept up to date? Cross reference it with minutes/bank statements</p>		
<p>Payments: Have they all been properly authorised? Has item been budgeted and had authority to spend (evidenced either in minutes if agreed during meeting OR on 'Affordability and authority to spend' slip if in between meetings and minuted). Are all payments listed in the minutes? Do payments correspond with the invoiced amounts? Check legitimacy of Direct Debits/Standing Orders?</p>		
<p>Affordability and authority to spend slips: Are these being used correctly and in accordance with Finance Regulations? Are they being retained by the Clerk?</p>		
<p>Cheques: Are cheque stubs fully completed (date/full payee/£amount)? Are cheque stubs always initialled by the two signatories who signed the cheque? Paid cheques correspond with bank statements? - also check outstanding payments. Are spoilt cheques retained? Are all cheques remaining still in sequence? (none missing)</p>		
<p>Receipts: Is income due to the council being collected promptly and in full? Are receipts being given? Is income properly controlled pending being paid into the bank? ie, in accordance with the Council's Financial Regulations?</p>		
<p>Property Rent: Rent received on time? Tenancy agreements issued?</p>		
<p>Paying in book: Is it fully completed with full details? Does it cross check to the bank statement?</p>		
<p>Surplus balances: Are surplus deposits placed in a suitable interest-earning bank account?</p>		
<p>Bank reconciliation: Is the Council provided with this information regularly?(at least quarterly)? Is the reconciliation checked against bank statements? Is the bank reconciliation and statement signed by someone other than the Chair?</p>		
<p>VAT paid: Is it properly recorded in the cash book? Claim for refund of Vat made and paid to the Council? Claim properly submitted in a timely manner?</p>		
CHECKS	Initial	Initial
<p>Ordering of stationery and supplies: Commensurate with the usage and requirements of the Council?</p>		

<p>Internet Banking: Checks implemented by the Council being adhered to? Raised within 5 days/approved within a further 5 days? Correct bank details used from invoice (or up to date signed amendment)? Independence exercised? Bank statement annotated with the raisers initials and each authorisers initials for each payment. These need to be annotated by an independent checker (not involved with the transaction).</p>		
<p>Online Shopping: All purchases to be made using Council debit cards? All purchases supported by budget and spend authority either at a meeting OR by an 'Affordability and authority to spend' slip? Is a full printed invoice provided?</p>		
<p>Councillor Expense Claims: Check these have been approved during a meeting BEFORE payment. Check that a full expenses claim form (containing bank details for reimbursement) has been completed. Check that 'claiming' Councillor has not been involved in the reimbursement transaction.</p>		
<p>Banking Mandate: Is the banking mandate up to date? Are the correct 'hard copy' authorities held for any amendments made? Is the banking log up to date?</p>		
<p>Petty Cash: Properly controlled and recorded? Is there no more than £50 in petty cash?</p>		
<p>Tax and NI liabilities: HMRC liabilities met? Real time information reporting done on time? (So as not to incur financial penalties for the Council).</p>		
<p>Council Computer: Is the envelope containing the pin/password still unopened? Check two signatures and date are still on intact envelope and in possession of Chair.</p>		
<p>Names of persons carrying out the checks: Signatures: Date check undertaken: </p>		

