

Internal Control Procedures

Financial Year 2023-24

1.		Rules set down in the Financial Regulations at least must be adhered to. Where possible, 3 written quotes should be sought.
2.	Quotes / Tenders	Evaluation of quotes and tenders are made with clear criteria for selection.
3.		Ordering of goods – all goods must be ordered by the clerk, checked at delivery by the RFO and invoices approved for payment by the RFO.
4.		All invoices must be checked and signed by the person who ordered the goods and /or services. The invoice is then passed to the RFO for their approval before payment and processing.
5.	Purchase invoices	Invoices are submitted to each Finance and Audit Committee meeting for checking.
6.	Payments	All invoices are checked by the 2 signatories of the relevant cheque approval.
7.		All invoices must be attached to BACS sheets for approval for signature by bank signatories.
8.		Council members carry out an internal audit of payments selected at random.
9.		All signatories must be councillors. No officers are signatories to the bank accounts.
10.		List of monthly accounts for payment are included in the minutes of each Finance and Audit Committee meeting.
11.		Bank
12.	Bank	Bank reconciliations are signed by the chairman each month at the meeting of Finance and Audit Committee.

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13.		Bank statements – end of month balances are verified by the chair of the Finance and Audit Committee.
14.		Three councillor signatories on every bank account.
15.	Asset register	The asset register is reviewed at least annually and reported to the Full Council for approval.
16.		All asset disposals must be discussed and minuted at Full Council.
	Insurance	Cover is annually reviewed by RFO and Finance and Audit Committee.
17.		Alternative quotes are received at least every three years to ensure best value.
18.	Fidelity Guarantee	Insurance cover is set in line with best practice amounts.
19.	Budget	Setting of budgets discussed at Full Council and reported and approved by Full Council each month between September and setting the budget / precept in December or January each year.
20.	Financial Statements	Detailed Financial Statements presented to Finance and Audit Committee at each meeting.
21.	Risk Assessments	Risk assessments reviewed at least annually, and risks identified and recorded periodically throughout the year by the council.
22.		Regular daily, weekly, monthly, quarterly and annual checks are made on the risks at the notice boards as part of a standard maintenance review regime. Any issues are reported through line management immediately. Action is instigated as appropriate or referred to the Council.
23.		Annual inspection reports undertaken for all external assets and action instigated as appropriate.
24.	Internal Auditor	The Council appoints an independent internal auditor.

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25.		Issues raised by the internal auditor are addressed immediately and notified to the Full Council. Any matters raised are also minuted.
26.	Minutes	Sequential numbering is included on all pages.
27.		Sequential numbering is included on all item numbers.
28.		All committee minutes are subsequently approved by Full Council.
	Payroll	The payroll is administered by the RFO using a computerised payroll system.
29.		Monthly RTI reports are submitted through the computerised system.
30.		The payment of salaries is checked monthly by a bank signatory / councillor and the employee deduction record signed prior to payment of the salaries.
31.		The payroll is reviewed and approved at each Finance and Audit Committee meeting.
32.		Pay reviews are recommended to the Finance and Audit Committee by the HR Sub Committee.
33.		Monthly payments of PAYE and NIC are paid by BACS following the normal cheque payment procedure.