

BEXHILL-ON-SEA TOWN COUNCIL

Internal Control Procedures Financial Year 2021-22

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 RFO, checked at delivery by and invoices approved for payment by the RFO.
4.		All invoices must be checked and signed by the RFO who ordered the goods and /or services. The invoice is then passed to the F&GP Committee for her approval before payment and processing.
5.	Purchase invoices	Invoices are submitted to each F&GP meeting for checking.
6.	Payments	The list of payments is published on the F&GP agenda monthly.
7.		All invoices are checked by the Chair of F&GP and two signatories for BACs approval.
8.		All invoices must be attached to BACS summary for approval for signature by bank signatories.
9.		F&GP members carry out an internal audit of payments selected at random on a regular basis.
10.		All signatories must be councillors. No officers are signatories to the bank accounts.
11.	Bank	Monthly bank reconciliations on all bank accounts are undertaken.
12.		Bank reconciliations are signed by the chair of F&GP Committee each month.
13.		Bank statements – end of month balances are verified by the chair by initialling bank statements.
14.		Two councillor signatories on every bank account.

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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
17.	Insurance	Cover is annually reviewed by RFO and Full Council.
18.		Alternative quotes are received at least every three years to ensure best value.
19.	Fidelity Guarantee	Insurance cover is set in line with best practice amounts.
20.	Budget	Setting of annual budgets discussed at each committee, F&GP Committee and reported and approved by Full Council each month between September and setting the budget / precept in December or January each year.
21.	Financial Statements	Detailed Financial Statements presented to F&GP Committee at each meeting.
22.	Risk Assessments	Risk assessments are reviewed at least annually and periodically throughout the year by the council.
23.		Regular checks are made on the risks on equipment as part of a standard maintenance review regime. Any issues are reported to RFO immediately. Action is instigated as appropriate or referred to the Council.
24.		Annual inspection reports undertaken for all external assets and action instigated as appropriate.
25.	Internal Auditor	The Council appoints an independent internal auditor at full council.
		Issues raised by the internal auditor are addressed immediately and notified to the Full Council. Any matters raised are also minuted.

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26.	Minutes	Sequential numbering is included on all pages for each municipal year.
27.		Sequential numbering is included on all item numbers
28.		All committee minutes are subsequently noted by Full Council
29.	Payroll	The payroll is administered by an external provider and a computerised payroll system.
30.		Monthly RTI reports are submitted through the computerised PAYE system by the external provider.
31.		The payment of salaries is checked monthly by the F&GP Committee Chair and two signatories.
32.		The payroll is reviewed and approved at each F&GP Committee meeting.
33.		Pay reviews are recommended to the F&G Committee by the HR Sub-Committee.
34.		Monthly payments of PAYE and NIC are paid by BACS following the normal BACS payment procedure.