



Quarterly Internal Controls Procedure and Report

It is a requirement that the Parish Council ensures that its financial management is adequate and effective and that the council has a sound system of internal control which facilitates the effective exercise of their functions and which includes arrangements for the management of risk. As per Duston Parish Council Financial Regulations 2.2. The Internal Controls Councillor must not be an account signatory.

Responsibilities

It is the responsibility of the Parish Clerk / RFO to ensure that all documents are available for inspection on the arranged date each quarter

It is the responsibility of the Internal Controls Councillor to conduct the monitoring inspection and report the findings at the next meeting of Full Council.

The Report of the Internal Controls Councillor will be kept for 12 months.

The Internal Controls Councillor Report

The Councillor must work through the Checklist on Page 2.

Signed by Internal Controls Councillor:

Date:

Signed by Clerk/RFO:

Date:

| | Checklist | Approved Yes/No | Comments |
|----|---|--------------------|----------|
| | | | |
| 1 | Minutes for previous quarter present and signed | | |
| 2 | Purchase Invoices have been approved by the Clerk/RFO | | |
| 3 | Cheques counterfoil have been signed by at least two Councillors | | |
| 4 | Bank Reconciliations match bank statements | | |
| 5 | Bank Reconciliations have been approved by the Finance & General Purposes Committee | | |
| 6 | Invoices have been approved by the Finance and General Purposes Committee | | |
| 7 | Quarterly VAT return has been submitted to HMRC | | |
| 8 | Monthly Payroll filed. Tax, NI and Pension Contributions made | | |
| 9 | Insurance up to date | | |
| 10 | Cash is stored securely and Petty Cash and Facilities Float correspond with Financial Regulations | | |

