

EVERDON PARISH COUNCIL

Financial Control and Internal Audit Procedure

The Responsible Financial Officer (RFO) is responsible for ensuring that the Council's day-to-day finances are run properly, but it falls to Council members to exercise a proper and reasonable degree of control over financial matters.

Everdon Parish Council carries out the following ongoing internal control procedures:

1. The Clerk/RFO forwards bank reconciliation, bank statements and Receipts & Payments spreadsheets to all Councillors, on a monthly basis, when issuing the agenda, 3 clear days before meetings.

The full council reviews the documents listed below at every meeting and, once approved, the Chairman signs each document, signifying its accuracy and acceptance. The Internal Control Officer approves quarterly bank reconciliations.

- Receipts & Payments, showing year-to-date expenditure against budget;
 - Quarterly updates on the financial position of finances
 - The Clerk's payslip and attached P32 to ensure the salary, PAYE and expenses are correct;
 - Accuracy of the Clerk's monthly payslips, expenses and PAYE & National Insurance payments to HMRC are checked and authorised by the Council before they are signed. .
 - The Council does not keep any cash
2. The Clerk is not a signatory and keeps the chequebook Cheques are signed by 3 Councillors. Online payments made by the clerk as administrator are subject to dual authorisation by two appointed signatories.
 3. All documents relating to a meeting are posted in the relevant meeting document folder on the website 3 clear days before the meeting;
 4. At the annual budget review meeting in November, the Finance Committee checks, by sampling, that:
 - All anticipated income is received
 - Expenditure is broadly in line with budgets
 - VAT is reclaimed for every £100 spent, or at least annually.
 - Reviews budget / precept request for the following year and reports to Council.
 - Any financial anomalies are resolved with the Clerk.
 5. Financial Regulations and Risk Assessments are reviewed annually and updated, as required.
 6. The Council uses Internal Audit (IA) Service of Northants County Association of Local Councils' (NCALC) Independent Audit Service who checks, by sampling, that the Council's internal controls are adequate and working effectively. The IA visits at least once per year and the Audit Report forms part of the Annual Return.