

A bank reconciliation to be performed by a member of Council. On a regular basis, at least once in each quarter, and at each financial year end, a member shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the council.

1. Due to the small size of the council's precept the following further checks are to be carried out TWICE a year, prior to a parish council meeting.
2. Completion of the Internal Financial Control Checklist & Certificate
To complete the procedure, use the checklist overleaf:
 - i) Four random payments to be checked against bank statements and invoices (Items to be initialled when checked.) List the four items in the relevant section of the checklist. Once check has been completed, the appointed councillor is to complete and sign the certificate below.
 - ii) RFO to sign certificate once inspection has finished.
 - iii) Any comments to be reported back to council, minuted and actioned.
 - iv) Councillor to rotate in carrying out the checks.
3. Internal half yearly checks will be carried out as in the format set out below and prior to a council meeting by an elected member. The checks will be reported at the meeting with any comments being noted and actioned.

Half Yearly Internal check list	Date of Check:	Name of member
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Details of check	Yes	No	Comments of member auditing
List of four random payments to be checked against the bank statements and invoices. 1. 2. 3. 4.			
All payments are authorised by two members			
BACS – authorisers have initialled the original invoice as evidence			

BROADWELL PARISH COUNCIL – INTERNAL CONTROLS POLICY

The bank statements are initialled by the chairman & auditor			
Bank accounts are reconciled monthly and reported quarterly at meetings			
Payroll actioned accurately on a regular monthly basis with overtime paid the following month			
All payments entered into accounting system/spreadsheet/cash book accurately			
Payment Schedule is presented to full council at each meeting			
There are separate columns in the cash book for VAT and Section 137 payments			
The VAT is claimed at least annually			
Income receipts are correctly recorded on accounts system/spreadsheet/cash book			
Receipts of income, are they reconciled against original bank statements			
For funds being transferred between bank accounts, a virement form has been agreed and recorded by the full council			
A reconciliation of accounts is presented to council on a regularly quarterly and date of last one			
The internal checks occur (bi-annually) August and March			
Any other comments from the auditing member			
Auditing Member Signature	RFO signature		
Audit minuted -			