

NEWLAND PARISH COUNCIL – INTERNAL CONTROLS POLICY

(reviewed & adopted 29/5/2018)

Parish Councillors recognise that it is their joint personal responsibility to ensure the council's affairs are managed in accordance with proper standards of financial conduct and that they have put in place arrangements to prevent and detect fraud and corruption. To this end regular checks will be made to ensure that

- all invoices have been certified by the RFO as correct and due for payment
- VAT has been properly accounted for
- every cheque or order for payment is signed by two members in accordance with the bank mandate
- every payment is authorised by resolution and minuted
- an audit trail exists for every payment made ie (estimate or quote if necessary), invoice, cheque book stub, bank statement
- the bank statement is reconciled monthly
- accounting statements (on the correct basis) are made available to members and public as required
- sums due to the council are invoiced in a timely manner and that those funds are received and promptly banked
- a budget is prepared on the proper basis and regularly monitored
- assets are entered into the register and valued on the proper basis
- insurance cover is reviewed annually prior to renewal
- the Annual Return is completed in accordance with current requirements
- salaries are paid in accordance with the employee's contract and that statutory deductions are properly accounted for to HMRC
- the assets inspection record is being maintained.