

Certificate of Internal Financial Control

Check carried out on:

We certify that the Internal Check was satisfactory, and any amendments are noted overleaf.

Cllr: *Patricia Jones*

Signed: *Pat Jones*

RFO: *Geoffrey Ferres*

Signed: *Geoffrey Ferres*

Dated: *19 April 2023.*

Reported to Council at meeting held on:

Minute Ref.:

Internal Controls Checklist

A. Payments	Yes	No	Comment
<p>1. Original bank statement cross referenced to entries in the spreadsheet/ accounts system and supporting documents.</p> <p><i>List below by statement number and bank account.</i></p>	✓		All checked .
<p>2. Invoices seen and correct.</p> <p>Invoices should be signed by signatories and initialled by RFO</p>	✓		change to internet banking now email exchanges replace invoice signature .
<p>3. Bank accounts reconciled monthly and cross referenced to a minimum number of entries in the payments schedule</p>	✓		All reconciled .
<p>4. List of electronic payments authorised and signed by approver</p>	✓		
<p>5. All cheque payments authorised by two signatories and stubs initialled</p>	✓		

6. Direct Debit payments agree with authorised list	✓		Agreed at annual meeting.
B. Salaries	Yes	No	Comment
1. PAYE & NIC paid on time	✓		Qtr 1-3 relied on credit.
2. PAYE & NIC payments agree to payroll and agree to bank statement	✓		
C. Budget Control	Yes	No	Comment
1. All payments entered into the cashbook/system accurately	✓		
2. Payment schedule presented at Parish Council Meeting	✓		- All seen. Agreed to list all salary amounts on agenda. - Insurance invoice listed as ^{on agenda} differing amount to payment.
3. All payments within budget	✓		Adjustments agreed throughout the year.
4. If not, approval to transfer minuted	✓		
5. Section 137 is accounted for separately	✓		
D. VAT	Yes	No	Comment
1. There is a separate VAT column on the accounting	✓		

spreadsheet/ system			
2. The VAT is reclaimed regularly, quarterly or annually?	✓		Claimed at any quarter when amount is above £100.
E. Receipts	Yes	No	Comment
1. Receipts are correctly recorded on account spreadsheet/system List below by receipt number	✓		Also listed on agenda.
2. Receipts are reconciled against original bank statements	✓		
3. Receipts to Parish Council minuted	✓		
4. A reconciliation of accounts is presented to council regularly Date of last one?	✓		Every meeting. April 2023.

Review Date:

19/4/2023.