

Croughton Parish Council: Internal Control Report for 2020/21 Quarter 4

Meeting with the Responsible Finance Officer was held on 9th January 2021 to review the period 1st January to 31st March 2021.

Financial Review

The RFO has prepared a reference file containing details of relevant financial policies, schedules and amounts. The financial review was conducted using a checklist prepared by the RFO which covered the following areas:

A. Payments (financial regulation 5)

- Written invoices or claims against the Council have been correctly verified.
- The Finance schedules for this period have been signed by the Chairman and recorded in the minutes.
- Direct debits have been verified, approved and minuted.

B. Cheques and bank statement (financial regulations 6 and 2.2)

- All cheques have been correctly recorded and signed.
- All cheque counterfoils correspond correctly to authorised payments and bank statements. An exemption for 3 authorised signatories has been made for the duration of the COVID 19 pandemic.
- Business Direct and Community Bank statements for this period have been reconciled with income and expenditure and signed by the Internal Control Councillor.

C. Receipts financial (regulation 9)

- All receipts are correctly recorded in the Paid In book, Finance Schedule and Minutes and match bank statements.
- Correct payment were received and were banked as soon as was reasonable.
- There was no VAT claim or refund during this period.

D. Tariffs

- Invoices for allotments and grass-cutting have been correctly recorded.

E. Accounts

- Accounts have been prepared correctly with separate columns for VAT.
- All payments and receipts have been correctly recorded.
- Bank reconciliations have been applied.

F. Salaries

- The Clerk's salary has been paid in accordance with Council approvals.
- PAYE requirements been applied.

Other Processes

- Cash and cheques: Prior to banking, cash and cheques received are kept in a locked filing cabinet in the Clerk's office.
- Data security: All data files are backed up automatically to an external hard drive in the Clerk's office.

Councilor Martin Hacon

Date 9th April 2021


