

Croughton Parish Council: Internal Control Report for 2020/21: Quarter 1

Meeting with the Responsible Finance Officer was held on 17th August 2020 to review the period 1st April 2020 to 30th June 2020

Financial Review

The RFO has prepared a reference file containing details of relevant financial policies, schedules and amounts. The financial review as 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 schedule has been signed for April, May and June by the Chairman and recorded in the minutes.
- No additional payments were made during this period.
- 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 and carry three authorised signatures, except where authorised by the council to reduce to one signature for the duration of the COVID emergency.

C. Receipts financial (regulation 9)

- All receipts are correctly recorded in the Paid In book, Finance Schedule and Minutes and match bank statements.
- Correct payments were received and were banked as soon as was reasonable.
- The first precept payment of £14,261 was received in April 2020

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 and to secure cloud storage.

Councillor Virginia Griffiths

2nd September 2020