

Weston Longville Parish Council

Internal Controls

Description	Controls Employed	Frequency	Responsibility
Petty cash	None used.		
Cheques	<p>No pre-signed cheques are ever held. There are four authorised signatories for the bank accounts and two signatures are required per cheque.</p> <p>Cheque book stubs are also initialled by the signatories. All issued cheques are checked against invoices by the signatories before signing.</p> <p>All payments are reported at Council meetings and listed in the Minutes.</p> <p>Invoices that require settlement between full council meetings are submitted for checking and authorised by two Councillors (signatories).</p>	<p>All payments are checked ahead of the Council meeting.</p> <p>As necessary.</p>	<p>The Clerk ensures that all invoices are prepared for payment, that checks are made by designated Councillors at the Council meeting, and that payment are entered in the minutes.</p> <p>All are viewed annually by the internal auditor.</p>
Direct Debits	Direct debit form is signed in Council by two signatories before being submitted by the Clerk.	As necessary.	The Clerk checks that the bank statement reconciles to the direct debit amount.
Standing orders	Standing orders are agreed in council meetings and the arrangement form signed by two signatories.	When the payment is due	The Clerk
Online Banking	View-only access to be given to the parish clerk. Relevant bank forms to be completed and signed by two signatories.	To be completed	The Clerk

Weston Longville Parish Council

Expenses	<p>Councillors and the clerk can claim expenses including travel expenses, upon production of a receipt or invoice. Where possible, claims require prior authorisation by the Council.</p> <p>Any claim for expenses must be submitted to the Clerk ten days before the meeting it is to be authorised at.</p>	With agreement at council meetings.	<p>It is the clerk's responsibility to check councillor claims.</p> <p>Claims by the clerk to be agreed to council.</p>
Pre-authorized expenditure	<p>The Clerk has authority to incur any item of expenditure up to £500.</p> <p>Any two of the Chairman, the Vice Chairman and the Clerk have the authority to incur any expenditure up to £750 where it is in their view necessary or desirable to act without delay.</p> <p>The Chairman's allowance is to be used at the discretion of the Chairman.</p>	<p>As required</p> <p>As required</p>	<p>The Clerk</p> <p>The Chairman</p>
Bank Account	<p>The Parish Council has two bank accounts with Lloyds Bank: a standard account and a ring fenced account containing community benefit monies. Payments are made from the current account.</p> <p>Balances are provided to Council when it meets.</p> <p>Bank accounts are checked by the Internal Auditor and submitted on the Annual Return to the External Auditor.</p>	<p>Monthly.</p> <p>Five times per year.</p> <p>Annually</p>	<p>The Clerk</p> <p>The Clerk</p> <p>Internal auditor</p>

Weston Longville Parish Council

Salary	<p>Salary scales agreed annually by Council in accordance with National Association of Local Councils and calculated pro rata to agreed hours worked per 37 hour week (currently 4 hours per week for the Clerk). A payroll provider is employed to ensure that accurate deductions for Tax and NI are made.</p> <p>The salary is paid quarterly by standing order and is reviewed each year at the May meeting.</p>	Annually	The Clerk/Councillors.
VAT	VAT is claimed from HMRC to current guidelines.	As necessary.	The Clerk
Invoicing	All work carried out on behalf of the Parish Council is authorised before either by a contract or by a firm quotation. All invoices are paid in council meetings and are checked by a designated Councillor (see cheques)	Quarterly	The Clerk and signatories
Bank Reconciliation	<p>Monthly reconciliation between bank statements and the accounts are carried out by the Clerk to ensure accuracy.</p> <p>Seen by the internal auditor before audit sign off.</p>	<p>Monthly</p> <p>Annually</p>	<p>The Clerk</p> <p>Internal auditor</p>
Internal Audit	The Internal Auditor reviews procedures and makes spot checks on financial payments and provides a written report to council.	Annually	Internal auditor
Insurance	Insurance is renewed annually by the clerk and agreed by councillors.	Annually or when assets change.	Clerk and councillors

Weston Longville Parish Council

	The Insurance Company is advised of any changes to assets and the policy is changed accordingly.		
Risk Assessment	Risk Assessments are carried out annually by the appointed councillor. The checks cover finance, assets and any other activity deemed necessary.	Annually	Appointed councillor