

## Abberton and Langenhoe Parish Council

### Policy to consider the effectiveness of the internal audit

This policy was agreed at a meeting of the Full Council on 11<sup>th</sup> March 2019 (Min.547/15)

1. Cheque payments list/salaries approved at Full Council
2. Cheques signed by two cheque signatories
3. Cheque stubs and invoices initialed by cheque signatories
4. Salaries calculated using HMRC approved software
5. Assets Register reviewed annually
6. Financial Regulations reviewed annually
7. Standing Orders reviewed as required, but at least annually
8. Risk assessments kept up to date
9. Bank reconciliation produced quarterly and reviewed by Councillor (not a cheque signatory)
10. Telephone banking available for money transfers and balance requests