

ASHINGDON PARISH COUNCIL



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Internal Controls for Ashingdon Parish Council

Payment procedures

Invoices shall be held by the Clerk from receipt to be presented at the next Parish Council meeting.

A payment schedule shall be presented to each meeting of the Parish Council for approval before payments authorised.

Each invoice shall be accompanied by a Request for Payment form. The Request for Payment form shall include available budgets before the payment is made and a revised budget after the payment has been made.

Two authorised signatories shall sign the Request for Payment form to approve the payment.

One other member of the Parish Council shall check the Request for Payment form to the accompanying invoice before signing to show approval. This control shall work on an alphabetical rota system each month.

Cheque payments

Once the above controls have been completed, the cheque can be signed by the authorised signatories.

Internet banking payments

Once the above controls have been completed, the following steps will be taken:

1. One member shall check the internet banking payments each month at the time the payment is made. This shall work on an alphabetical rota system;
2. The Clerk visit the designated member the day after the Parish Council meeting to make the payments;
3. The member sign the Request for Payment to confirm that the correct payment has been made.

All payments shall be recorded in the cashbook and any other relevant spreadsheet.

Income procedures

Demands for payment shall be issued within 2 weeks of the supply.

All income shall be banked within 1 week of receipt.

All income shall be recorded in the cashbook and any other relevant spreadsheet.

Internal Audit

The internal audit shall be carried out once per year.

These internal controls must be used in conjunction with the Parish Council's Financial Regulations.

These internal controls shall be reviewed on a half yearly basis.