

Twyning Parish Council

Internal Controls

Objective

To ensure accountability and good governance of the financial processes of the Council the Internal Controls are intended to check and confirm that there is sound management of the Council's finances.

Controls

At Council meetings the RFO will:

Provide a budget report quarterly, payments list each meeting, report any emergency expenditure which was necessary in the interim between meetings with proof of vouchers. For Council to verify and provide comments.

Make available to one designated councillor a copy of the bank statement and bank reconciliation for him/her to sign off

Raise online bank payments and request electronic banking signatories to authorisation the payments. Current signatories are Cllr Clayson, Davies & O'Dell

Advise the Council on its powers to act

At the AGM the RFO will:

Provide drafts of any policy reviews

Request that the Fixed Asset register is checked and agreed

Produce the insurance quotations for approval

At least Once a Year The Council will:

Carry out an internal audit check of the accounts ensuring that accounting practices are transparent and efficient and free from fraud

Check that Standing Orders/Financial Regulations are clear and complied with

Review the risk register and consider controls

Review contracts and charges