



Stockbridge Parish Council

INTERNAL FINANCIAL CONTROLS

Adopted by resolution of the Parish Council

April 2018

Internal Controls

Payment procedures

A schedule of invoices and payments requests will be prepared by the Clerk on a monthly basis. Payments requiring pre-authorisation will be marked “requiring approval” on the schedule and presented to a Parish Council meeting for authorisation by two Parish Councillors initialling the invoice or payment request.

Payments made under delegated powers

The Clerk is authorised to make the following payments under delegated powers:

Payments of less than £50
Lengthsman Scheme Payments
Lengthsman Administrator Payments
Cemetery Maintenance Payments
River Maintenance Payments

A schedule of payments to be made and made will accompany the monthly financial statement that is presented to the Parish Council. The Chairman will sign the monthly financial payment and a record of the income receipts Payments made will appear in the minutes.

Other payments (non delegated)

Once a payment has been authorised, payments a can be made either by:

Cheque payments

Cheques are to be signed by two authorised signatories and the cheque stub is to be initialled by the signatories, or

By Internet banking payments

The Clerk makes the internet banking payment and obtains a copy of the payment confirmation is retained in the electronic payments made section of the banking folder

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 and reviewed in conjunction with the Parish Council's Financial Regulations.

Adopted by resolution of Stockbridge Parish Council on 19th April 2018