



Internal Controls for Stockbridge 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, unless pre-approved. Payment schedules will accompany a monthly financial statement.

Pre-approved payments

Amount ≤ £50.00

Lengthsman Scheme Payments

Lengthsman Administrator Payments

Cemetery Maintenance Payments

River Maintenance Payments

Cheque payments

Cheques require to be signed by two authorised signatories.

Signatories are required to sign the cheque and initial the cheque stub.

Internet banking payments

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

1. Two authorised signatories are required to initial the invoice to confirm approval of payment.
2. The Clerk makes the internet banking payment and obtains a copy of the payment confirmation, to accompany the invoice.

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

All payments will be listed within the minutes, where approval was given.

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.