

COOMBE BISSETT PARISH COUNCIL
FINANCIAL INTERNAL CONTROL PROCEDURES

The Parish Clerk is also the Responsible Financial Officer (RFO)

All payments are to be in accordance with the Council's Financial Policies.

All payments are ordinarily to be agreed at full Parish Council meetings. On occasions it may be necessary for payments of less than £250 to be made between full Council Meetings. When this is the case, the payments must be authorised by at least two Councillors and then agreed at the following full Council Meeting.

All payments are made by BACS or cheque.

All cheques are signed by two signatories.

The RFO will examine and verify all invoices for payment.

Councillors may inspect the accounts at any time.

Bank reconciliation is undertaken monthly by the RFO.

The Chairman or a nominated Councillor examines the accounts every two months prior to Parish Council meetings.

The Chairman verifies salary payments every month when due.

Annual audit and presentation of accounts to the Parish Council occurs each May.

A summary, statement and analysis of the year's accounts are presented to the Council and any members of the public.

Accounts are audited internally each year by an internal auditor appointed by the Parish Council.

The internal auditor has no declarations of interest and no financial decision making associated with the Parish Council.

Accounts are audited externally each year if income/expenditure is over £25,000.

Members of the public are invited annually to inspect the accounts, the internal and external audit.

March 2024