

## **Bromsberrow Parish Council - Financial Controls**

1. RFO authorised to process payments up to a maximum of £300 per month for regular, scheduled items of expenditure already notified to, and sanctioned by, Council. (e.g annual internal audit fee, annual external audit fee (standard fee only), electricity bill for telephone box, Clerk salary, income tax to HMRC and Payment to PATA, etc.)
2. Payments made under provision 1 above to be presented for ratification by full Council at next immediate Council meeting.
3. Councillors to be notified of all payments to be approved and/or ratified in the form of a schedule attached to the agenda, or on the agenda, to be issued at least three clear days prior to the meeting.
4. Case for payments to be approved and/or ratified to be presented to full Council meeting.
5. Payments to be approved and/or ratified in front of Council and members of the public.
6. Cheques are signed at the meeting by 2 signatories.
7. Cheque counterfoil to be initialled by the same two signatories.
8. All payments to be recorded in the minutes.
9. Minute reference to be recorded on cheque counterfoil as well as receipt (if applicable).
10. Payments and receipts to be recorded on computer spreadsheet and separate 'back up' maintained.
11. Separate 'spreadsheet to be kept for petty cash.
12. Payments to be reconciled to bank statements when received and Bank Reconciliation sheet to be signed at a full council meeting by a councillor other than Chairman and RFO.
13. Entries on bank statements to be named with the payee.
14. RFO to present accounts to the Council for their inspection and approval in September and December or at meetings close to those months. Accounts to be signed by the Chairperson of the meeting.
15. Accounts to be audited by internal auditor to be appointed by the Council no later than the final meeting of each financial year.

REVISED – 28<sup>th</sup> January 2020

SIGNED

