

## Hanslope Parish Council

Clerk: Gillian Merry CiLCA

clerk@hanslopeparishcouncil.gov.uk

Tel: 07383 091319



### HANSLOPE PARISH COUNCIL - INTERNAL CONTROL PROCEDURE

DATE: 12/12/22 – re. Nov 2022

<b>ACTION</b>	<b>RESPONSIBILITY</b>	<b>TIMEFRAME</b>	<b>ACTION</b>	<b>CHECK</b>
<b>WEEKLY</b>				
Check current account and update accounts	Clerk/RFO	Weekly	GM	√ gm
Check payments received and check against orders	Clerk/RFO	Weekly	GM	√ gm
<b>MONTHLY</b>				
Update and balance accounts to month-end.	Clerk/RFO	After month-end, before PC meeting	GM	√ gm
Reconcile account balances to bank statement	Internal Control Councillor	After month-end, before PC meeting	EP	√ EP
Reconcile invoices to payments in statement	Internal Control Councillor	After month-end, before PC meeting	EP	√ EP
Produce management accounts for councillors	Clerk/RFO	After month-end, before PC meeting	GM	√ gm
Compile invoices for payment and present to council	Clerk/RFO	After month-end, before PC meeting	GM	√ gm
Ensure payments are made and dual-authorized	Clerk/RFO and 2 <sup>nd</sup> account signatory	After PC meeting	GM and DC	√ gm
Ensure invoices checked off & dated	Clerk/RFO	After PC meeting	GM	√ gm
<b>QUARTERLY</b>				
VAT claim	Clerk/RFO	Apr-June, July-Sept, Oct-Dec, Jan-Mar	GM	√ gm Q2-2022-23 done & rec'd

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<b>Check any audit recommendations</b>	Clerk/RFO and Internal Control councillor	2022 (continue to present EMRs and timeframes)	GM/EP	√ <i>gm</i>
<b>Check O/S creditors and debtors. Action as necessary.</b>	Clerk/RFO	Ongoing	GM	√ <i>gm</i>
<b>Check and present balance sheet</b>	Clerk/RFO	July, Oct, Jan, April meetings	GM	√ <i>gm</i> Sept 22
<b>TWICE YEARLY</b>				
<b>Review Financial Regs</b>	Clerk/RFO and Internal control councillor	May (at AMPC)	GM/EP	√ <i>gm</i> May 2022
<b>Any budget revisions or virements</b>	Clerk/RFO	Oct/Feb	GM	√ <i>gm</i> (June '22 done)
<b>Arrange and prepare for Interim Audit. Action recommendations</b>	Clerk/RFO and internal control councillor	April/May and Oct/Nov	GM/EP	√ <i>gm</i>
<b>Review Risk Register</b>	Clerk/RFO	Nov and May (at AMPC)	GM	√ <i>gm</i>
<b>Budget projection</b>	Clerk/RFO	Jan/Feb	GM	√ Feb 22
<b>ANNUALLY</b>				
<b>Year-end closedown</b>	Clerk/RFO and RBS software support	After March 31 <sup>st</sup>	GM/RBS	Done: April 22
<b>Final VAT claim</b>	Clerk/RFO	After March 31 <sup>st</sup>	GM	Done: April 22
<b>Prepare documents for internal and external audit.</b>	Clerk/RFO	April/May	GM	√ <i>gm</i>
<b>Arrange for Internal Audit</b>	Clerk/RFO	Between March 31 <sup>st</sup> and May 30th	GM/TC/EP	√ <i>gm</i>

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<b>Check on requirement for Period of Elector's Rights. Obtain council agreement and publish dates.</b>	Clerk/RFO	Between March 31 <sup>st</sup> and May 30 <sup>th</sup> . Period of Elector's Rights: 30 working days – must include first 10 working days of July	GM/Council	Complete: 14/6/22 – 25/7/22
<b>Agree Budget for following year</b>	Clerk/RFO/Council	By January meeting	GM/Council	√ <i>gm</i>
<b>Agree Precept for following year</b>	Clerk/RFO/Council	By January meeting	GM/Council	√ <i>gm</i>
<b>Publish Audit dates and timeframe and action accordingly</b>	Clerk/RFO/Council	By May meeting	GM/Council	√ <i>gm</i>
<b>NON-FINANCIAL</b>				
<b>Appoint Chairman</b>	Clerk/RFO/Council	May (AMPC)	Council	√
<b>Review Standing Orders</b>	Clerk/RFO/Council	May (AMPC)	Council	√
<b>Review Asset Register</b>	Clerk/RFO/Council	May (AMPC)	Council	√
<b>Review/re-ratify Council Policies</b>	Clerk/RFO/Council	May (AMPC)	Council	√