

Hanslope Parish Council

Clerk: Gillian Merry CiLCA

clerk@hanslopeparishcouncil.gov.uk

Tel: 07383 091319



HANSLOPE PARISH COUNCIL - INTERNAL CONTROL PROCEDURE

DATE: 08/04/25 – re. March. 31st – Q4 2024

ACTION	RESPONSIBILITY	TIMEFRAME	ACTION	CHECK
WEEKLY				
Check current account and update accounts	Clerk/RFO	Weekly	GM	√ gm
Check payments received and check against orders	Clerk/RFO	Weekly	GM	√ gm –
MONTHLY				
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 nd account signatory second signatory implemented	After PC meeting	GM, RS & DC	√ gm
Ensure invoices checked off & dated	Clerk/RFO	After PC meeting	GM	√ gm

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QUARTERLY				
VAT claim	Clerk/RFO	Apr-June, July-Sept, Oct-Dec, Jan-Mar	GM	√ <i>gm</i> Q1,Q2 & Q3 Rec'd. Q4 claimed
Check any audit recommendations	Clerk/RFO and Internal Control councillor	2024	GM/EP	√ <i>gm</i>
Check O/S creditors and debtors. Action as necessary.	Clerk/RFO	Ongoing	GM	√ <i>gm</i>
Check and present balance sheet	Clerk/RFO	July, Oct, Jan, April meetings	GM	√ <i>gm</i> Jan '25
TWICE YEARLY				
Review Financial Regs	Clerk/RFO and Internal control councillor	May (at AMPC)	GM/EP	√ <i>gm</i> May 2024 – revised and implemented
Any budget revisions or virements	Clerk/RFO	Oct/Feb	GM	√ <i>gm</i> Sept 24
Arrange and prepare for Interim Audit. Action recommendations	Clerk/RFO and internal control councillor	April/May and Oct/Nov	GM/EP	√ <i>gm</i> Dec 24
Review Risk Register	Clerk/RFO	Nov and May (at AMPC)	GM	√ <i>gm</i> April 25 done
ANNUALLY				
Year-end closedown	Clerk/RFO and RBS software support	After March 31 st	GM/RBS	Done: April 25

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Final VAT claim	Clerk/RFO	After March 31 st	GM	Done: April 25
Prepare documents for internal and external audit.	Clerk/RFO	April/May	GM	√ <i>gm</i>
Arrange for Internal Audit	Clerk/RFO	Between March 31 st and May 30 th	GM/TC/EP	√ <i>gm</i>
Check on requirement for Period of Elector's Rights. PC council agreement and publish dates.	Clerk/RFO	Between March 31 st and May 30 th . Period of Elector's Rights: 30 working days – must include first 10 working days of July	GM/Council	Agree at April PC: 3/6/25- 14/7/25
Agree Budget for following year	Clerk/RFO/Council	By January meeting	GM/Council	√ <i>gm</i> Dec 24
Agree Precept for following year	Clerk/RFO/Council	By January meeting	GM/Council	√ <i>gm</i> Dec 24
Publish Audit dates and timeframe and action accordingly	Clerk/RFO/Council	By May meeting	GM/Council	√ <i>gm</i> Mar 2024 – done
Budget projection	Clerk/RFO	Jan/Feb	GM	√ Feb 25
NON-FINANCIAL				
Appoint Chairman	Clerk/RFO/Council	May (AMPC)	Council	√
Review Standing Orders	Clerk/RFO/Council	May (AMPC)	Council	√
Review Asset Register	Clerk/RFO/Council	May (AMPC)	Council	√
Review/re-ratify Council Policies	Clerk/RFO/Council	May (AMPC)	Council	√