

Hanslope Parish Council

Clerk: Gillian Merry CiLCA

clerk@hanslopeparishcouncil.gov.uk

Tel: 07383 091319



HANSLOPE PARISH COUNCIL - INTERNAL CONTROL PROCEDURE

DATE: 10/04/23 – re. March 31st 2023

ACTION	RESPONSIBILITY	TIMEFRAME	ACTION	CHECK
WEEKLY				
Check current account and update accounts	Clerk/RFO	Weekly	GM	√ <i>gm</i>
Check payments received and check against orders	Clerk/RFO	Weekly	GM	√ <i>gm</i>
MONTHLY				
Update and balance accounts to month-end.	Clerk/RFO	After month-end, before PC meeting	GM	√ <i>gm</i>
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	√ <i>gm</i>
Compile invoices for payment and present to council	Clerk/RFO	After month-end, before PC meeting	GM	√ <i>gm</i>
Ensure payments are made and dual-authorized	Clerk/RFO and 2 nd account signatory	After PC meeting	GM and DC	√ <i>gm</i>
Ensure invoices checked off & dated	Clerk/RFO	After PC meeting	GM	√ <i>gm</i>
QUARTERLY				
VAT claim	Clerk/RFO	Apr-June, July-Sept, Oct-Dec, Jan-Mar	GM	√ <i>gm</i> Q4-2022-23 submitted

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Check any audit recommendations	Clerk/RFO and Internal Control councillor	2023 (continue to present EMRs and timeframes)	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> Apr 23
TWICE YEARLY				
Review Financial Regs	Clerk/RFO and Internal control councillor	May (at AMPC)	GM/EP	√ <i>gm</i> March 2023
Any budget revisions or virements	Clerk/RFO	Oct/Feb	GM	√ <i>gm</i>
Arrange and prepare for Interim Audit. Action recommendations	Clerk/RFO and internal control councillor	April/May and Oct/Nov	GM/EP	√ <i>gm</i>
Review Risk Register	Clerk/RFO	Nov and May (at AMPC)	GM	√ <i>gm</i>
Budget projection	Clerk/RFO	Jan/Feb	GM	√ Feb 23
ANNUALLY				
Year-end closedown	Clerk/RFO and RBS software support	After March 31 st	GM/RBS	Done: April 23
Final VAT claim	Clerk/RFO	After March 31 st	GM	Done: April 23
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 30th	GM/TC/EP	√ <i>gm</i>

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Check on requirement for Period of Elector's Rights. Obtain 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	Agreed on 17/4/23
Agree Budget for following year	Clerk/RFO/Council	By January meeting	GM/Council	√ <i>gm</i>
Agree Precept for following year	Clerk/RFO/Council	By January meeting	GM/Council	√ <i>gm</i>
Publish Audit dates and timeframe and action accordingly	Clerk/RFO/Council	By May meeting	GM/Council	√ <i>gm</i>
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	√