

# HOUGHTON PARISH COUNCIL

## Internal Control Procedures

### Payment Procedures

Invoices shall be held by the Clerk/RFO from receipt and presented at the next Parish Council meeting. A payment schedule will be presented for approval at each Parish Council meeting. A payment schedule will accompany a bi-monthly financial statement.

### Pre-approved payments

Clerk/RFO is authorised to make electronic transfer payments of up to £100.00 for payments that are regular and have been pre-approved at a full Council meeting. Any payments processed in between meetings are to be reported at the next Parish Council meeting.

### Cheque Payments

Cheques to be signed by two authorised signatories. Signatories are required to sign the cheque and initial the cheque stub.

### Internet Banking Payments

Once the above controls have been completed, the following steps will be taken:

1. The Clerk/RFO will set up the internet banking payment.
2. The Clerk/RFO will pass the payment to one authorised signatory to log on to authorise the payment.
3. All payments shall be recorded in the cashbook and any other relevant spreadsheet. All payments will be listed within the minutes, where approval was given.

### Income Procedures

All income shall be banked within one week of receipt and shall be recorded in the cashbook and any other relevant spreadsheet.

### Internal Audit

The internal audit shall be carried out annually. Clerk/RFO to prepare relevant documents to be audited. Internal auditor to provide a written report to be presented to full Council for review/action.

These internal controls must be used and reviewed in conjunction with the Parish Council's Financial Regulations annually.

**Adoption Record:**

Minute item 7, 7<sup>th</sup> July 2020

Minute item 12, 4<sup>th</sup> May 2021

Minute Item 13a, 17<sup>th</sup> May 2022

Minute Item 10a, 16<sup>th</sup> May 2023

Minute Item 15a, 7<sup>th</sup> May 2024

**Review date:** Annually