

INTERNAL CONTROLS SYSTEM – March 2008

- It is the responsibility of authorised cheque book signatories to satisfy themselves that any cheque to be signed is for the correct amount, is properly supported by appropriate documentation and that the matter has been properly authorised by the Council or the Finance Committee.
- The Chair and Vice Chair of the Finance Committee shall on a quarterly basis carry out random checks on 7 income and/or expenditure entries for that quarter. The checks shall include spreadsheet entries, relevant minutes correctly noted, cheque numbers correctly identified, correct amounts identified, supporting documentation is correct, VAT is correctly recorded, bank reconciliation is carried out.
- Up to date Account Balances are to be provided to each meeting of the Finance Committee. Committee to formally review the appropriateness of these balances and this review to be minuted.
- The Finance Committee Meetings in July, October, January and April to be provided with a review of the actual spending against the approved budget. The Committee must at these meetings consider whether the budget needs to be amended and whether any change is required to any earmarked reserves identified.
- Any resolutions to grant financial support to any person, group or body shall include reference to the power under which that assistance is given.
- The December meeting of the Finance Committee shall be provided with a Draft Copy of the Proposed Budget for the following Financial Year. This shall include the current years budget and the predicted income and expenditure for the end of year as well as reasoned figures for the following year. The Council at the Full December meeting shall make a final decision on the budget, and the Precept.
- The Chair at any Full meeting of the Council shall initial every page of the approved minutes and shall append sequential numbers in ink to the top right hand corner of every page.
- The Council shall carry out a formal financial risk assessment annually and this shall be reported to the March meeting of the Finance Committee. The Committee must consider the risks and minute their consideration.
- VAT shall be reclaimed within 8 weeks of the end of the financial year for which the claim is to be made.