BOURNHEATH PARISH COUNCIL

Internal Financial Controls

To be read in conjunction with Financial Regulations and Risk Management & Controls

- The Council's bankers are Unity Trust Bank.
- There is only one bank account (interest-bearing current account) that is operated by post and via internet by the clerk. The clerk is also authorised to communicate by phone as the administrator and can set up internet payments but cannot action them or move money.
- Two members of the parish council are authorised signatories to the account, reviewed annually; the Clerk is not a signatory. The bank holds a mandate for each signatory.
- All items relating to the running of the accounts of the Parish Council are available for inspection by prior arrangement with the Clerk.
- A Budget Forecast for the 12 month period of 1 April to 31 March is agreed annually by the Parish Council prior to the financial year end and is used to set the parish precept.
- The Clerk produces a summary of the Parish Council's annual accounts for presentation to the Parish Council as soon as practicable after the end of the financial year and in any case before the end of June.
- The Clerk will prepare the Annual Statement of Accounts by the end of June at the latest (but will endeavour to provide as soon as possible after financial year end), to support the period of public inspection prior to audit.
- The Clerk will prepare and collate all records, documents, papers etc. as directed by the Auditor, for the period of public inspection and prior to the audit.
- The financial position of accounts held by the Parish Council is advised to each Parish Council meeting and comparison of actual receipts and payments to date against the budget at least quarterly.
- All requests for payment shall be accompanied by the appropriate paperwork.
- All internet payment approvals are signed by at least two members of the Parish Council whose names appear on the bank mandate.
- Internet approvals are signed at each Parish Council meeting when the clerk and chairman are present.
- No authorised signatory will be asked to sign a blank cheque or action a non-authorised internet payment.
- The Parish Council appoints at least one member to check its finances termly, none of whom has authority to sign cheques or action internet payment.
- The Parish Council annually appoints a competent independent internal auditor to check the Parish Council's accounts and to ensure that its activities are properly carried out and recorded.
- The Auditor is currently appointed by the Audit Commission who will contact the Clerk on an annual basis to advise of date of audit and comment thereon. This system will change with the demise of the Audit Commission and procedural details of the new audit regime will be presented to the Parish Council as soon as known.

Adopted - April 2014, reviewed (by Clerk) April 2026.