

LITTLE BLAKENHAM PARISH COUNCIL
REVIEW OF FINANCIAL CONTROLS JULY 2021

All payments are presented to the Parish Council Meeting for approval as part of the Financial Report.

The Power under which they can legally be made is listed on the Financial Report. The Minutes of the Meeting contain details of the approved payments.

Cheques can be signed by any two of three signatories. The Clerk will never be a cheque signatory. Approved invoices are initialled by the signatories and the cheque number is written on the invoice. The cheque stub is initialled by the signatories. Wherever possible, cheques are signed at the end of the Meeting in which they have been approved.

Cheques may need to be signed outside a meeting to ensure that the Council's legal obligations are met e.g. salary payments, HMRC payments. If a cheque has to be signed outside the Meeting, details are included in the Financial Report presented to the next meeting of the Council.

Details of payments made by monthly Direct Debit (only electricity at present) are included in the Financial Report.

The Clerk makes the payment and records the details on the Financial Spreadsheet (on the Council's laptop). Details of Direct Debits are included.

Bank reconciliation is carried out monthly – cheque stubs and Direct Debit statements are checked against the bank statements.

Information about balances on both accounts, payments and income received are provided on the Financial Report, issued to all Councillors at the Meeting.

Before each meeting, the Clerk will scan in banks statements from both accounts and email to all Councillors with the Financial report. During the meeting, Councillors confirm that the bank balance figures stated on the Financial Report agree with those on the paper bank statement and this will be minuted.