

Mepal Parish Council – Internal Financial Control Procedures

Approvals	<p>All payment types:</p> <ul style="list-style-type: none"> • A list of invoices to be provided to all Councillors at the monthly meeting. • All payments require two authorizing signatories once raised by the Clerk/RFO. • A payment run for all transactions to be sent to all authorising signatories to check off against the payment raised. • A list of all approved invoices will be produced for each meeting. • At the meeting the Chairman will check the complete list of payments against a copy of the relevant bank statement and report. This will include checking salary payment documents against the bank statement. • The Chairman will check the original bank statements against the reconciliation sheets then sign and date to confirm they have been checked. • Where it is necessary for payments to be made outside of a meeting, the Clerk/RFO will raise payments as electronic transactions and report them to the Full Council at the next available meeting, ensuring that those payments are included on the list of invoices to be authorised at that meeting.
Cheques	<ul style="list-style-type: none"> • The Clerk/RFO will present completed cheques to the meeting for signature. • signatories will verify the cheques are correct against the invoices and sign each one ensuring that they also initial the cheque stub.
Electronic payments	<ul style="list-style-type: none"> • The Clerk/RFO can only raise payments and two authorised signatories are required for the payment to be issued. • A payment run containing all invoice is sent to all authorising signatories to check against payments raised. • The Clerk/RFO will check all payments have been authorised as soon as possible.
Direct Debits	<ul style="list-style-type: none"> • Direct Debits will require two signatories for set up. • Invoices for direct debits will be included on the list of invoices at the monthly meeting.
Optimum Card Payments	<ul style="list-style-type: none"> • The Clerk/RFO has use of the Parish Council’s prepayment card and all transactions will be included on the list of payments at the next available Full Council. • The Clerk/RFO is the only authorised person to use this card. • Any funds transferred on to the card require two authorising signatories.
Cheques receipt and banking	<ul style="list-style-type: none"> • The Clerk/RFO and Assistant Clerk very rarely collect cheques away from the Council premises but if they do, they are taken back to the premises on a daily basis. • Clerk/RFO has to travel 8 miles to the nearest town to bank cheques received. • Whilst in their work premises remittances are kept in a locked safe and will be banked as required at least monthly.
Petty Cash Float	<ul style="list-style-type: none"> • Not applicable – no petty cash float held.
Internet and Telephone Banking	<ul style="list-style-type: none"> • The Clerk/RFO is authorised by the Parish Council to carry out telephone and Internet banking on behalf of the Council. • Passwords are in place and are kept in a secure location at the Clerk’s work premises. • A sealed envelope containing the passwords is also held by the Chairman, in accordance with the criteria specified.
Fund Transfers	<ul style="list-style-type: none"> • Fund transfers from the bank to the building society are usually carried out by the issue of a cheque. • BACS transfers will be verified by two signatories.

Accepted and approved on 22 May 2023