



Stambridge Parish Council
Stambridge Memorial Hall, Stambridge Road
Great Stambridge, Essex SS4 2AR

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Internal Controls for Stambridge Parish Council

Payment procedures

Invoices shall be held by the Clerk from receipt to be presented at the next Parish Council meeting.

A payment schedule shall be presented to each meeting of the Parish Council for approval before payments authorised.

Each invoice shall be accompanied by a Request for Payment form. The Request for Payment form shall include available budgets before the payment is made and a revised budget after the payment has been made.

Two authorised signatories shall sign the Request for Payment form to approve the payment.

Cheque payments

Once the above controls have been completed, the cheque can be signed by the authorised signatories.

Internet banking payments (If adopted by the council)

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

1. One member shall check the internet banking payments each month at the time the payment is made. This shall work on an alphabetical rota system;
2. The member visit the Clerk the day after the Parish Council meeting to make the payments;
3. The member sign the Request for Payment to confirm that the correct payment has been made.

All payments shall be recorded in the cashbook and any other relevant spreadsheet.

Income procedures

Demands for payment shall be issued within 2 weeks of the supply.

Allotment demands shall be issued during the first two weeks of December each year with payment due on 31st December.

All income shall be banked within 1 week of receipt.

All income shall be recorded in the cashbook and any other relevant spreadsheet.

Internal Audit

The internal audit shall be carried out once per year.

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

These internal controls shall be reviewed on a half yearly basis.

Adopted at the Council meeting held on

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Signed

Chairman of Stambridge Parish Council
Dated

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Signed

Clerk/RFO to Stambridge Parish Council
Dated

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