

HENFIELD PARISH COUNCIL
INTERNAL CONTROLS (Reviewed and Approved – 13th January 2018)

Henfield Parish Council utilises Online Banking procedures, which enable the Parish Clerk and authorised members of Council to have 24 hour access to the Barclays Bank accounts. The Barclays Community account is the account used for day-to-day general expenditure of Council.

Council has appointed separate originators and authorisers to operate the online banking facility, hence no member of Council nor employee has the ability to make online payments on their own.

EXPENDITURE:

As Appropriate:

- **The Council Chairman** shall satisfy him/herself that grants made are utilised as expected. To this end, in respect of all grants in excess of £1,000 Council shall require confirmation when the grant has been spent that it was used for the purpose intended. In respect of smaller grants spot checks as appropriate.
- **The Chairman of Finance and General Purposes Committee** shall satisfy him/ herself that the amount held as petty cash reconciles with recorded expenditure.

Monthly:

- **The Clerk** shall
 - (i) Provide to Parish Council at the end of each month a report of actual expenditure against budget.
 - (ii) Carry out a reconciliation of the accounts with Barclays Bank, Nat West and HSBC and of the petty cash.
- **The Chairman of Finance and General Purposes Committee** shall review the financial records to ensure that they are being kept correctly and accurately.
- **The Councillors at monthly Parish Council meeting** shall select at random, from the list of expenditure for approval, one item from the previous month for Finance and General Purposes Committee to verify against the various checks listed.

ASSETS:

Ongoing

- **The Clerk** shall maintain a Register of physical Assets belonging to the Council including their value to Council
- **The Council Chairman** shall ensure regular inspection and maintenance of assets.

Annually

- **The Council Chairman** shall review the Register for completeness with the date of review being included.
- **The Chairman of Finance and General Purposes Committee** shall verify that:
 - (i) Assets identified for insurance are being covered by insurance, that insurance is in place and the cover is adequate.
 - (ii) The insurance covers public liability and consequential loss as well as loss or damage of physical assets.
 - (iii) Loss of cash through dishonesty is covered by a fidelity guarantee and that this is for the maximum exposure to the Council.
 - (iv) Insurance covers Clerk and Councillors on the execution of their duties.

ADMINISTRATION & PROCEDURES:

- **The Clerk**
 - (i) Shall ensure minutes are properly numbered and paginated with a master copy kept in safekeeping.
 - (ii) Shall have a procedure in place for recording and monitoring member's interests, gifts and hospitality received.
 - (iii) Have a documented procedure to deal with complaints from the public.
 - (iv) Shall report any loss of Council money to the next Finance and General Purposes Committee meeting.
- **The Chairman of the Finance and General Purposes Committee** *shall ensure* that the requirements of employment law and Inland Revenue regulations are met.
- **Each Council Committee** *shall in respect of matters for which they have an overseeing responsibility in Council's Terms of Reference for Committees, annually review risk and decide which assets need to be insured with the date of review being included.*