

Internal control procedures for Tiffield Parish Council (6 Monthly Check)

Date of inspection: 30th September 2019

Internal Control Councillors present: Cllrs Pady & Power

WORK ELEMENT	INTERVAL	NOTES FOR INTERNAL CONTROL COUNCILLORS (ICC)	ICC OR FULL COUNCIL ACTION
INCOME AND EXPENDITURE ACCOUNT	QUARTERLY	Comments: Invoice received in June were paid in July Nos, 34, 35, 36, 37, 38, 40, 43, 44. Cross referenced invoices with Bank Statement in Current Account up to No. 51	Will cross reference Invoices next time from No. 52
BANK STATEMENTS	QUARTERLY	Comments: Current. Instant Access and Lloyds Accounts checked and confirmed correct.	
PETTY CASH	QUARTERLY	Comments: Had Petty Cash Floats for Festival and all monies have been banked and returned to lenders.	
COMPUTER FILES	QUARTERLY	Comments: Now have AVAST and MALWARE Antivirus security for PC files. Standalone hard drive which contains back up files for all Tiffield Parish Council folders stored in fire proof And waterproof bag. Access to the laptop containing all the files is by a password.	
PAYE	6 MONTHLY	Comments: HMRC registered as of 20 June 2019. Registered with Pensions regulator. Have seen email receipts from HMRC confirming notification of monthly payments.	

ASSET REGISTER	6 MONTHLY	Comments: Assets to the value pf £56,422.94 held by the Parish Council.	Asset register to be circulated to PC and checked for updating early 2020
CONTRACTORS	6 MONTHLY	Comments: L. Costello trading as HGM Ltd – Grass cutting and maintenance. Invoice received and paid.	
CORRESPONDENCE	6 MONTHLY	Comments: All has been checked and is being dealt with appropriately.	

Version 1.1 193009