

Review of Internal Control System

Report to Edwardstone Parish Council meeting 21 November 2016

The Parish Council is required to assess its internal controls annually and minute that it has done so.

Financial controls:

1. Invoices checked by Clerk
2. All payments agreed and minuted at Parish Council meetings
3. All cheques written by the Clerk and signed by 2 Councillors
4. Cheque signatories should cross reference cheques to invoices and initial
5. Bi-monthly review of payments and estimates at Parish Council meetings
6. Bi-monthly statement of cash held at bank
7. Six monthly bank reconciliation carried out by Clerk, checked and signed by 2 Councillors

Other controls:

1. Annual internal audit by independent person
2. Financial risk assessment carried out annually

Anita Robinson
Clerk and Responsible Financial Officer
15 November 2016