

**Mabe Parish Council**  
**Internal Control Policy & Procedure**  
**Adopted: March 2021**

The Clerk, as Responsible Financial Officer (RFO) is responsible for ensuring that the Council's day-to-day finances are run properly, but it falls to Council members to exercise a proper and reasonable degree of control over financial matters.

Mabe Parish Council carries out the following ongoing internal control procedures:

**Monthly**

**The Clerk sends to all Cllrs (with monthly meeting papers):**

1. A monthly bank reconciliation showing total receipts and payments through the bank account and the account balance.
2. A budget monitoring report, showing actual receipts and payments against the budgeted amounts.
3. The balance of reserves held

**The Council:**

4. Reviews the documents listed above at every meeting and votes to receive and approve them.
5. All payments are approved at Council meetings where a quorum of Cllrs is present unless an emergency payment is required / regular payment – in which case the Council will follow the procedures in the Councils approved financial regulations.
6. Members of the Council, will complete internal control checks throughout the year. Any anomalies will be reported to Council immediately. (See separate internal control checklist).

**Annually**

1. The council checks, by sampling, that:
  - i. All anticipated income is received
  - ii. Expenditure is broadly in line with budgets
  - iii. There are processes in place for ensuring that all income due to the council is identified, invoiced for, received and banked.
  - iv. There are processes in place for ensuring that all payments made are correct (ie orders placed,

- v. VAT is reclaimed at least annually.
  - vi. Any financial anomalies are resolved with the Clerk & reported to Council.
  - vii. The Council appoints a competent and independent Internal Auditor who checks, by sampling, that the Council's internal controls are adequate and working effectively. The IA visits at least once per year and the Audit Report forms part of the Annual Return.
2. Each year at the June meeting of the council, the council considers and signs off the AGAR and Annual Governance Statement
  3. The council reviews and updates financial policies annually, including:
    - a. Financial Regulations
    - b. Financial Risk Assessment
    - c. Asset Register
  4. The council reviews and updates insurance cover (including employer's liability cover) annually, and more frequently as circumstances require.
  5. The bank mandate is to be reviewed each year at the annual council meeting, and whenever there is a relevant change in circumstances of any of the bank signatories.
  6. The Clerk's contract (and terms and conditions of employment ) is approved by the council.

### **General**

- The Council does not keep any cash.
- The Clerk is not a signatory and keeps the chequebook.
- Cheques are signed by 2 from a pool of 5 Councillors.
- Online payments made by the clerk as administrator are subject to multiple authorisation by 2 from a pool of 5 appointed signatory Councillors.
- The agenda for each council meeting is posted on the website 3 clear days before the meeting.
- Councillors Register of Interests are held by the clerk, and available on Cornwall Council's website, and can be accessed via a link from the parish council website.