

# INTERNAL CONTROL CHECK

June 14, 2016

10.30am- 1pm

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## NOTES

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### Attendance

Cllr Barrett/ Clerk

Cllr Stevens/Cllr R Lawrence

To be placed on Julys  
Agenda/Administration – To Approve  
Internal Control

Reconciled Bank Statement - £52,874.34

### Action items

**Person responsible**   **Deadline**

- ✓ Missing Payment of 31/03/2015-2016 Found. To be documented and Internal Auditor advised. 2013/2014 & 2014/2015 Annual return figures need to be corrected?
- ✓ VAT Refund applied for 10/06/2016
- ✓ Website – Financial Info to be uploaded once checked with Internal Auditor      Clerk      21<sup>st</sup> June
  
- ✓ Amend Risk Assessment to Financial Risks on Sheet
- ✓ Set Payment Limit of £5,000 as in Standing Orders      21<sup>st</sup> June
- ✓ Dual Authorisation set for online payments      Clerk
- ✓ Going forward ONLINE payments reference = Invoice number /Voucher number

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## Other Information

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- Clerks Salary was paid online as one payment. Cllrs advised to separate this in the future. Salary and Expenses to be individual payments.
- INTERNAL CONTROL FILE TO BE CREATED ONLINE -All correspondence stored here.
- BANKLINE – check daily limit of £5,000
- BANKLINE – Alert in place for any issues for Cllr Stevens, Cllr Barrett or Clerk to be notified
- Monthly dividers for payments/receipts
- Dates to be updated for Payments and Receipts on CASHBOOK
- ATTACH VAT RETURN to document
- 31.03.14 Minutes for Reconciliation
- Statements for 31.3.14/31.3.15 were not balanced against bank statements correctly. £6.35 was a historic discrepancy. Take to council next month.