

PENHURST PARISH COUNCIL

Description	Controls and Working Practices Employed	Frequency	Responsibility
Petty Cash	There is no cash used	None	None
Cheques	<p>No pre-signed cheques are ever held. TWO authorised signatories required to sign each cheque.</p> <p>All issued cheques are checked against invoices, All payments are reported at Full Council meetings and listed in the Minutes.</p> <p>Invoices that require settlement between Full Council meetings are submitted for checking and authorisation to two Councillors (signatories). These payments are listed at the next Full Council meeting and in the Minutes.</p>	<p>All payments are checked on a monthly basis prior to authorisation of payment by the signatories.</p> <p>Invoices required for payment between Full Council meetings are dealt with when required.</p>	<p>The Clerk ensures that all invoices are prepared for payment and the authorising Councillors are provided with the invoices in order to make checks, and initial prior to authorisation.</p> <p>Periodic checks are carried out by the Council's Internal Auditor.</p>
Expenses	Clerk is permitted travel expenses/mileage allowance.	Claims are normally made on the occasion of attendance at meetings ie PC/site/contractors etc.	It is the Clerk's responsibility to submit claims.
Pre-authorised Expenditure	In the event of emergency authorisation required from PC members for expenditure, minimum of two councillors, this is then advised to Full Council at the next meeting.	Frequency is as required.	The Clerk, Chair, Vice-Chair are responsible. For Chair's expenses, this is usually in discussion with the Clerk
Bank Accounts	The Parish Council has two bank accounts - a current account and business account at Lloyds Bank. Quarterly accounts are provided providing all expenditure/income and balances. The Accounts are checked by the Internal Auditor and submitted on the Annual Return to the External Auditor	Balances are supplied quarterly.	The Clerk/Responsible Finance Officer is seen as responsible. The Internal and External Auditor is responsible the other checks.

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Investments	No investments are held by the PC	Reviewed by Full Council when necessary.	The Clerk
VAT	A computerised report is submitted every six months or as required to HMRC. The funds are received by BACS payment direct into the Parish Council's current account	Frequency is six-monthly or as required.	The Clerk
Salaries, Pensions and PAYE	Clerk is historically self-employed on a Fee basis, annual claim submitted with full details circulated to all councillors. Pension payments not applicable Clerk responsible for any tax liability	Annually	The Clerk is responsible for preparing, calculating and submitting claim.
Bank Reconciliation	Monthly reconciliation between bank statements and the accounts are carried out by the Clerk to ensure accuracy.	Quarterly	The Clerk / Responsible Finance Officer
Budgetary Controls	Quarterly summaries of budget and expenditure to date are provided to members. Decisions on project expenditure is decided by Full Council and minuted. The clerk advises Councillors of the impact of any expenditure on the budget. Any expenditure over budget is met from the Council's adequate Reserves, in accordance with the Council's Reserves Policy	Quarterly or as and when requested.	The Clerk and the Full Council are responsible.
Internal Audit	The Internal Auditor reviews procedures and makes checks on financial payments and systems and reports to Full Council	Annually	Clerk/Internal Auditor
Insurance	Insurance is reviewed annually, to ensure adequacy of cover.	Annually or when assets change. The insurance company is advised of changes as required.	Clerk and Full Council
Risk Management	A General Risk Assessment is carried out annually by the Clerk at the time of the annual audit/precept calculations.	Annually	The Clerk/Responsible Finance Officer