



Jane Austin
Executive Officer

Moulton Parish Council
Moulton Community Centre,
Sandy Hill, Reedings, Moulton,
Northampton, NN3 7AX
t: 01604 642202

e: info@moultonparishcouncil.org.uk
w: www.moultonnorthants-pc.gov.uk

Internal Controls Policy

Moulton Parish Council resolved on 6th February 2018 that the Internal Controls Councillor checks, by random sampling, that:

- All anticipated income is received.
- Payments are properly authorised before they are made.
- The record of income and expenditure is kept up to date.
- That a bank reconciliation is carried out at regular intervals.
- Any financial anomalies are resolved.

	Q1	Q2	Q3	Q4
All anticipated income received				
Payments properly authorised before made				
Receipts and payments record is kept up to date				
Bank reconciliation is carried out at regular intervals				
Comments				
Name and date				

This policy is reviewed annually by the Executive Officer and submitted to the full council for approval.

Last Reviewed: January 2024
Review Due: January 2025