



LOCAL COUNCIL
AWARD SCHEME
QUALITY GOLD

Jane Austin
Executive Officer

Moulton Parish Council
Moulton Community Centre - Sandy Hill
Reedings, Moulton, Northants, NN3 7AX
t: 01604 642202
e: info@moultonparishcouncil.org.uk
w: www.moultonnorthants-pc.gov.uk

Financial Control and Internal Audit Procedure Policy

1. Purpose and Scope

The aims of this policy are to:

- Ensure strong financial management and accountability controls are in place for the council's business credit card transactions.
- To protect both staff and council from the risk of fraud and unauthorised expenditure.

2. Legal Responsibility & Policy Support

[NALC Governance and Accountability practitioners-guide-2023](#)

[Local Audit and Accountability Act 2014 \(legislation.gov.uk\)](#)

[Accounts & Audit Regulations 2015](#)

3. Internal Controls

Under the Accounts and Audits Regulations 2015, the 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.

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

1. The Executive Officer/RFO provides a bank reconciliation and details of any income and payments to be made for the upcoming Finance Committee meeting. Bank statements and invoices together with the current, up to date version of the income and expenditure spreadsheet, are made available to all Councillors attending the meeting, on a monthly basis.
2. Payments are approved by the council before BACS payments are made by the Finance & HR Manager and approved by the Executive Officer/RFO; accuracy of each listed BACS payment against the relevant invoice (if available) is checked by three authorised Councillors. Cheques may be signed by any three of the Councillors on the mandate; the Executive Officer and Finance & HR Manager, although included on the mandate, are not authorised to sign cheques but keep the chequebook.
3. The Internal Controls Councillor (ICC), with the Executive Officer/RFO conducts a quarterly review of financial transactions and checks by sampling that transactions and balances are being properly recorded and reported to ensure 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 and any financial anomalies are resolved.

4. At the annual budget review meeting in November, the council reviews the financial position for the year to date and draws up the draft budget as well as the precept demand proposed for the coming year. The Executive Officer ensures that the draft budget and precept are discussed by the council no later than the January meeting following the budget meeting.

5. The Executive Officer ensures that the council's Financial Regulations, Governance and Financial Risk Assessment are reviewed annually (normally in January) and updated, if required. The council formally re-adopts these documents, along with its Standing Orders at the Annual Meeting of the council in May of each year and then again in January.

6. The council procures Internal Audit (IA) services from the Northamptonshire County Association of Local Councils (NCALC). The Internal Auditor audits the council at least once per year and is required to provide a written report of their findings to the council.

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