

# George Nympton & Queen's Nympton Parish Council

## Statement of Internal Financial Controls

Adopted on 21 November 2024

### **1. Proposed Purchases**

All proposed purchases must be approved by the Council, either:

- At a full Council Meeting; or
- Via 'round robin' email to all councillors when purchases need to be made prior to the next full Council meeting.

### **2. Purchase Payment**

Payments for purchases must be made by cheque, or online directly from the Council's bank account. In both cases, payment approval will be by two councillors:

- In the case of payment by cheque, a cheque will be raised and duly signed by two councillors who are approved cheque signatories. These councillors will also sign the cheque stub and the invoice; and
- In the case of payment by online banking, payment will be set-up and authorised initially by the Responsible Financial Officer (RFO). The RFO will then send an email asking for secondary authorisation to those councillors who are approved to authorise payments from the Council's bank account. This email will include details of the purchase and related invoice. Once the secondary authorisation has been completed, the authorising councillor will confirm payment to the RFO and other approved councillors by email.

### **3. Recording of Payment**

All payments are to be recorded in the Council's meeting minutes.

### **4. Bank Reconciliations**

Bank Reconciliations are to be completed at least bi-monthly, and presented to the full Council at each Council bi-monthly meeting.

### **5. Checking of Accounts**

A councillor, who is not the Chairman or RFO, nor a cheque signatory/approved to authorise online payments, will check the Council's accounts at each bi-monthly Council meeting. The councillor will indicate their agreement with the accounts by initialling and dating each item of the accounts presented at the meeting.