**BRADMORE PARISH COUNCIL**

**Internal Financial Control Form 2023/24**

**Accounting and Audit (Internal and External)**The internal examiner shall report to the Council in writing, or in person, on a regular basis, with a minimum of one annual written report during a financial year.

All amounts to be approved and minuted by the Council at their meetings before payments are made or, if an emergency arises or prior to the year year, payments or bank transfers between accounts are required before a Council meeting, then approval by email is required and these payments will be ratified at the next Council meeting.

All payments to be recorded in the minutes.

VAT receipts must be obtained where appropriate and entered in the records, to be submitted annually after 31st March.

**Budgetary Control and Authority to Spend**Salary budgets are to be reviewed annually for the following financial year and reported to the Council of any changes impacting on budget requirement for the following year.

The actual expenditure against budget to be reported to the Council as follows:

31st March  
30th September  
31st December  
  
Explanations for significant variances to be explained to the Parish Council at the relevant meeting dates.

**Banking Arrangements and Authorisation of Payments**The approved schedule of payments shall be initialled by two councillors. A detailed list of all payments shall be included in the minutes following the meeting at which payment was authorised.  
  
PAYE/NI will be operated in respect of any employee if appropriate.

Cheques and orders for payment drawn on the bank account in accordance with the schedule as presented to the Council shall be signed by two members of council and the cheque counterfoil initialled. Current signatories: F Cattell, J Nathanson, P Crompton and R Hague.

Invoices and bank statements showing BACS payments to be initialled by two signatories.

The Council and any members using computers for the Council’s financial business shall ensure that anti-virus, anti-spyware and firewall, software with automatic updates, together with a high level of security is used.

The Council will not maintain any form of cash float. All cash received must be banked intact.

Transfers between HSBC accounts to be made by the RFO after approval by Councillors.

Bank reconciliations to be carried out 6 times a year, ahead of each meeting.