

Internal control procedures for Tiffield Parish Council – 3 Monthly

Date of inspection: 23rd July 2020

Internal Control Councillors present: Louise James; Sarah Pady.

WORK ELEMENT	INTERVAL	NOTES FOR INTERNAL CONTROL COUNCILLORS (ICC)	ICC OR FULL COUNCIL ACTION
INCOME AND EXPENDITURE ACCOUNT	QUARTERLY	<p>Comments:</p> <p>Invoices 1-23 checked. If tagged with a number then paid. All entered correctly & VAT accounted for.</p> <p>Invoice 1a – payment dates do not match but this is due to a delay in registering on the system and cannot be helped.</p> <p>Payment logged to Phylis Power on 4/5/2020 – No detail as to why. Comment needed against the amount (cell) on the spreadsheet to demonstrate payment due to water/electricity supplied by Phylis Power.</p>	<p>No Action.</p> <p>Clerk Action.</p>
BANK STATEMENTS	QUARTERLY	<p>Comments:</p> <p>Unity Trust Current; Unity Trust Instant & Lloyds all checked against income & expenditure accounts - to end of June 2020.</p>	No Action Needed.
PETTY CASH	QUARTERLY	<p>Comments:</p> <p>Not Applicable.</p>	Not Applicable.
COMPUTER FILES	QUARTERLY	<p>Comments:</p> <p>External hard drive. Last backed up June 2020. Stored in fire & water proof bag & in a safe location – all seen.</p>	No Action Needed.