

## SEALAND COMMUNITY COUNCIL

### DOCUMENTATION OF INTERNAL CONTROLS

#### 2018/19 Financial Year

1. The Responsible Financial Officer will prepare annual estimates of income and expenditure for submission to the January meeting of the Council, following consultation with the Chairman.
2. As soon as estimates have been approved at the Council's Annual Finance Meeting it shall be the responsibility of the Responsible Financial Officer to submit the precept required to Flintshire County Council, which under arrangements agreed with that Authority is received in three instalments at the end of April, August and December, and transferred automatically to the Council's 30-day notice account at Lloyds TSB Bank, Chester by means of BACS.
3. The Responsible Financial Officer will report to the meetings the current financial position in relation to income and expenditure for the particular financial year.
4. The Responsible Financial Officer will provide on a quarterly basis a bank reconciliation to be checked by the Vice Chair and signed as correct by the Vice Chair
5. The Responsible Financial Officer shall record all payments and income in the ledger on a regular basis, to reconcile income and expenditure and remaining balances on a monthly basis and to report this to Council. At the year end to provide a final bank reconciliation report and to prepare accounts in the receipts and payments format with balance sheet and supporting statements for Council approval as soon as possible after the year end.
6. The Responsible Financial Officer shall pay all invoices approved by the Council by means of a minute reference, ensuring all cheques have the signature of three Members and that cheque stubs are initialled by the same.
7. The Responsible Financial Officer shall maintain a bank paying-in book to record receipt No., in case of cash, name of person/organisation from which received, reason for payment and amount.
8. The Responsible Financial Officer will ensure that all payments have a voucher and are kept in a folder and appropriately numbered for internal audit purposes and that all miscellaneous income is paid in promptly to the appropriate Bank account.
9. The Responsible Financial Officer will ensure that

- a) Goods should be acquired by Official Order wherever possible, having regard to the Council's Financial Standing Orders.
  - b) Payments should be made on a monthly basis on approval of Council, to which a list of payments should be submitted for approval. List to be produced by Clerk and Financial Officer.
  - c) Payments must only be made on receipt of Invoice.
  - d) Whenever possible, Order Acknowledgement/Delivery Note should be attached to Invoice and Payment Voucher.
  - e) Cheques should be written by Clerk and Financial Officer.
  - f) Cheques should be signed by three authorised Members of Council.
  - g) Payments should be recorded by Clerk and Financial Officer, detailing cheque No., payee, reasons for payment, vat and gross amounts and date of payment.
  - h) Paid invoices should be kept in a lever arch file, filed in transaction order, within month of payment together with returned cheques.
  - i) The authorised payment should be included within Minutes of Council and submitted to the next meeting for authorisation.
10. The Responsible Financial Officer will keep the Council's present two bank accounts with the Lloyds TSB Bank under review, transferring monies between each as appropriate to ensure interest earning opportunities are maximised.
11. The Responsible Financial Officer will reclaim VAT at the year end and check that this and other incomes received automatically (precept, bank interest), or otherwise, are credited to the appropriate bank account.
12. The Responsible Financial Officer will ensure that salary payments due to the Clerk are subject to the appropriate deductions of income tax and national insurance, keep appropriate employment records utilising the HMRC on line basic tools system and ensuring all required annual returns are made to HMRC.
13. The Responsible Financial Officer will keep a record indicating postages to enable a check to be made on reimbursements claimed by the Clerk on a monthly basis.
14. The Responsible Financial Officer, as part of the annual risk assessment required to be undertaken by the Council, will ensure that insurance

cover is at the appropriate level and that the asset register is kept up to date.

15. As soon as the Council have approved the year end accounts referred to in paragraph 4, the Responsible Financial Officer will arrange for the appropriate documentation to be made available to the Council's Internal Auditor.
16. The report and action plan (if any) of the Internal Auditor will be reported to the Council at the meeting following their receipt and the Responsible Financial Officer will respond to any action plan items for Council approval.
17. On receipt of notification of external audit, Responsible Financial Officer will arrange for appropriate public notice to be given, arrange for completion of the Annual Return required by the External Auditor and public notice of the completion of the audit, ensuring also that the Council is notified of both stages.
18. Council will ensure GDPR compliance with the appointment of a Data Protection Officer and having a GDPR policy in place together with an Information Asset Register and Privacy Notice. Copies being on the council's web site.
19. The Clerk will ensure that GDPR compliance is maintained and that all personal information that isn't in the public domain is help safe and securely and is not given to any third party.

**Initially adopted by Council at its meeting held on 15<sup>th</sup> September 2008 – minute reference 08/116**

Peter Richmond  
Clerk / Responsible Financial Officer  
Sealand Community Council

Reviewed on 26<sup>th</sup> January 2010 and agreed

Reviewed on 17<sup>th</sup> January 2011 and agreed

Reviewed on 16<sup>th</sup> January 2012 and agreed

Reviewed on 17<sup>th</sup> December 2012 and agreed

Reviewed on 16<sup>th</sup> December 2013 and agreed

This Policy was reviewed by Council at its meeting held on Monday 15<sup>th</sup> December 2014

This Policy was reviewed by Council at its meeting held on Monday 14<sup>th</sup> December 2015

This Policy was reviewed by Council at its meeting held on Monday 12<sup>th</sup> December 2016

This Policy was reviewed by Council at its meeting held on Monday 11<sup>th</sup> December 2017.

This Policy was reviewed by Council at its meeting held on Monday 21<sup>st</sup> May 2018.