

Abberton and Langenhoe Parish Council

Policy to consider the effectiveness of the internal audit

This policy was agreed at a meeting of the Full Council on 11th March 2019 (Min.547/15)
and reviewed and agreed at a meeting of the Full Council on 7th September 2020 (min 061/20)
and at a meeting held on 4th October 2021 (Min 104/21) and at a meeting held on 12th December
2022 (Min 157/22)

Next review – December 2023

1. Cheque and bank transfer payments list/salaries approved at Full Council
2. Cheques signed by two cheque signatories
3. Cheque stubs and invoices initialed by cheque signatories
4. Salaries calculated using HMRC approved software
5. Assets Register reviewed annually
6. Financial Regulations reviewed annually
7. Standing Orders reviewed as required, but at least annually
8. Risk assessments kept up to date
9. Bank reconciliation undertaken monthly by a Councillor (not a cheque signatory)
10. Where internet banking is used for payments or transfers, 1 cheque signatory to make payment and another signatory to authorise payment.