

Badgeworth Parish Council

Clerk: Mrs. H. L. Jones | 07840073143 | badgeworthpc@outlook.com

Internal Audit Process

Reviewed 17th January 2023

1. **Finance Lead** - Council appoints Councillor to act as Finance Lead in autumn each year.
2. **Bank Reconciliation** – prepared twice a year by Clerk. Presented and minuted at meeting
3. **Monitoring of Clerk's pay and expenses** – Finance Lead has sight of Clerk's submission to Payroll company, and subsequent pdf payroll documents. Ensure that payment instruction (expenses, salary & HMRC payments) is correct and sign document. No expenses or payroll instructions to be authorised by Council until this has been done. Admin for payment of Salary, expenses and HMRC payments to be carried out by Councillors (not Clerk)
4. **End of year** –
 - Finance Lead sample checks transactions at random (15%). Ensure invoices are initialled, VAT, expenditure is authorised by PC. Has copy/access to all entries in cash book, bank statements, receipts & invoices
 - Finance Lead works with Clerk to present and interpret Annual Accounting Statement to Parish Council