



Shenley Parish Council

Internal Financial Controls

1. Payments made by on-line bank transfers to regular and general suppliers, contractors, HMRC, reimbursements to staff, councillors, staff salaries and pension payments
2. The Parish Clerk/RFOⁱ has on-line banking authority to view and submit payments to Unity Bank.
3. Authorised account signatories are: Cllrs Rosemary Gilligan, Annie Keen, Anthony Spencer and William Susman as well as the Clerk in order to fully administer the accounts
4. For business continuity considerations the account signatories are able to submit payments.
5. Any signatory given on-line authority agrees not to share password information.
6. Clerk to circulate at the Parish Council meetings the list of monthly payments to be made along with the invoices – this will be signed at the meeting by 2 signatories
7. Those authorising the online payments must do so with the dual signed list of payments.
8. Clerk to send a remittance advice to the supplier via email confirmation
9. Clerk to monitor bank activity for reasonableness/ 'irregularities'.
10. Clerk to provide monthly payment reports and budget reports to Councillors.
11. Council to review procedure annually /as recommended by the Clerk.

ⁱ Shenley Parish Clerk is also the Responsible Financial Officer