



ACCOUNTS SUB-COMMITTEE

Monday 10th July 2023 – 11:00 hours

To all Members of the Accounts Sub-Committee:

Cllrs Marriott (Chair), Birch, Hibbert and Purser

You are hereby summoned to attend a meeting of the Accounts Sub-Committee to be held in the Committee Room at the Town Council's offices at the Guildhall, Northampton on Monday 10th July 2023 at 11:00 hours. when the business set out below will be transacted.

This Sub-Committee meeting is open to the public and press to attend and those attending the meeting shall be informed that they may be recorded. Public participation is in accordance with the Town Council's public participation policy.

Stuart Carter
Town Clerk
4th July 2023

Guildhall
Northampton
NN1 1DE

Cc: Electronically to all Members of the Council for information

A G E N D A

- 1. Apologies**
- 2. Declarations of Interest**
- 3. Minutes of the Previous Meeting**
To approve as correct and give authorisation to sign the minutes of the last Accounts Sub-Committee held 15th June 2023 (attached)
- 4. Revenue Budget 2023/24**
To receive the budgetary report for the month ending June 2023 (copy to be circulated at the meeting)
- 5. Payment of Accounts**
To approve accounts for payment (schedule of accounts to be circulated at the meeting)

6. Internal Controls

Finance Officer to give a verbal update

7. Internal Controls Audit – Email to Cllrs

Email attached

8. Risk Register

Clerk to give a verbal update

9. Further items for consideration for information only

ACCOUNT SUB-COMMITTEE MINUTES – 15TH JUNE 2023

MINUTES OF THE ACCOUNTS SUB-COMMITTEE HELD ON 15TH JUNE 2023 AT 10AM IN THE TOWN COUNCIL'S COMMITTEE ROOM LOCATED IN THE GUILDHALL, NORTHAMPTON

PRESENT: Councillors Birch (Substitute Chair), Hibbert and Purser

OFFICERS PRESENT: Mr S Carter (Town Clerk), Mrs C Maclellan (Finance Officer) and Miss F Barford (Democratic Services Officer)

1. ELECTION OF A SUBSTITUTE CHAIR

In the absence of Councillor Marriott, a vote was held for a substitute Chair for this meeting.

AGREED: That Councillor Birch was to Chair the meeting in Cllr Marriott's absences

2. APOLOGIES

Apologies were submitted from Cllr Marriott (Chair)

3. DECLARATIONS OF INTEREST

No declarations of interests were submitted.

4. MINUTES OF THE PREVIOUS MEETING

The Town Clerk explained the Eid Management Group were organising a date to have a de-brief meeting to review the Event. He continued that the Event and Project Officer was undertaking a review of the Bloom Budget Breakdown and bench marking process of first aid providers.

AGREED: The Chair was authorised to sign minutes of the last meeting held on 10th May 2023 as a true and accurate record.

5. REVENUE BUDGET 2023/24

The Revenue budget was recieved at the meeting.

The Finance Officer (FO) explained the she had highlighted the budget codes that have had an increase of 10% or more:

- Budget Code 4130 Insurance had increased to 180.9%

The Town Clerk explained the quotation included equipment (except Regalia), employer's liability and public liability insurance. It was confirmed that the budget was set in January but the review and subsequently updated quote was not received until March. He continued to explain that the main factor behind the increase was that the original quote did not include an accurate parish population figure. In response to a question, the Town Clerk explained that any events or projects organised by Northampton Town Council was covered by the insurance. In terms of those organised by councillors and whether they would be covered, for example a ward litter pick, this would have to be clarified with the insurers. A Councillor stated the insurance budget would need to be reconsidered at the next budget setting.

- Budget Code 4140 Advertising and Marketing had increased to 56.7%

In response to a question, the FO explained that committed spend were the purchase orders raised that had not been invoiced and once invoiced the committed spend number decreases then the actual spend increases. She continued that often the purchase order's committed cost could be for the full year which explains why the percentage spent can be high at the beginning of the year and it was good practice for Officers to raise purchase orders in advance.

The FO clarified that the committed spend was for a column in NN Pulse Magazine that would run throughout the year and costed £150 for each edition that's published monthly. It was clarified that committed spend was purchase orders that had been raised against a budget heading but not necessarily spent as the cost is for the whole year but invoiced quarterly or monthly etc. This explained why the percentage spend could be high at the beginning of the year. The FO continued that the Event and Project Officers and Communications Officer raise purchase orders in advance of events to ensure they are prepared and an invoice was yet to be received. This was good practise as it gave an indication of the expected spend for the year.

- Budget Code 4215 Civic Regalia was at 325%

In response to a question, the Town Clerk explained the budget code had surpassed due to the purchase of the new Civic Robes for Councillors as the previous ones were audited with the majority were beyond repair and estimated to be at least 50 years-old. He continued that the payment was made in full from this financial year's budget with the excess made up from reserves.

RESOLVED: The Budgetary Report for the month ending May 2023 was circulated and reviewed.

6. PAYMENT OF ACCOUNTS

The payment list was circulated for review and discussion.

The FO advised that within the section of payments for retrospective approval she advised that CCF167 was paid as a result of the application being approved at the previous Grants Sub-Committee meeting held in March 2023 however, the delay was due to further information being required from the applicant. The FO highlighted there were Grant applications included for retrospective approval as the Grants Sub-Committee would occur after this meeting and decisions would be made whether they be approved or declined. The Democratic Services Officer explained she had received a late grant application (CCF190) and tabled this to be included within the pay list for approval with this Committee's approval.

A Councillor asked whether the Carnival would be provided the funding directly rather than the Town Council to make purchase orders on their behalf directly to the supplier. The Town Clerk explained that the funds were held by Northampton Town Council and was similar with the Eid event we have supported and sponsored. He continued that the Northampton Carnival was part of the Events Agreements that was signed to enable the transfer of events to the Town Council alongside others.

Furthermore, the Town Clerk stated the organisers of the Carnival were a voluntary organisation and may not be VAT exempt furthermore, the sponsorship and support provided was outlined within the Events Agreement. The FO explained that we have a budget for Northampton Carnival, similar with Party in the Park, the Town Festival and the Beer Festival.

The FO explained that grant application CCF179 that was included on the pay list had no bank details and required clarification as it was stated the Town Council would pay the supplier on behalf of the applicant that was not standard practice. The Councillor who supported the application stated she was advised that the Town Council were able to pay the supplier directly on behalf of the applicant. The Town Clerk explained it was not general practice to pay suppliers directly on behalf of applicant organisations however, it has been done

previously with events like the Carnival who were not VAT exempt organisations. The FO stated that general practice of Grant application was the requested funds would be paid directly to the organisation for them to purchase goods and services.

The FO explained she would pay the Councillors Allowances in June 2023 and therefore the Salaries included on the payment of accounts appear higher than other months.

AGREED: That Councillor Community Fund grant application CCF190 be included on the payment of accounts to the sum of £988.10.

RESOLVED: The payments as detailed in the Payment of Accounts be approved.

7. INTERNAL CONTROLS

The internal Control check Report was circulated for review and discussion.

The FO explained it was appreciated that Cllr Birch and Purser completed the Internal Control check in May 2023 and she had generated an Internal Controls report to be signed.

RESOLVED: Councillors Birch and Purser had completed the Internal Control and signed the Internal Controls report.

NOTED

8. RISK REGISTER

The Town Clerk explained he had been reviewing I.T (information & technology) options, as we currently utilise solutions provided by Microshade who utilise remote servers and provide IT support. He continued that he has received a quotation Cloudy IT that entails a complete package of a paperless agenda system, MS365 and IT solutions for single-hatter Councillors and this quotation would need to be reviewed by the appropriate Committee for discussion.

RESOLVED: The Risk Register was reviewed and discussed.

9. INTERNAL AUDITOR'S REPORT

The Town Clerk explained the feedback received from the Internal Audit Report noted that the resolution on minutes regarding the General Reserves was unclear however, it was clearly explained within the associated report. He continued that the Internal Controls Checklist process was scrutinised as none had taken place in the summer months and in relation to the website there had been some duplication of minutes uploaded however, this had occurred under a previous member of staff and this responsibility had now been delegated to the Democratic Services Officer to complete.

The Town Clerk explained the Internal Auditor Report concluded that overall that the Councils books and records are in very good order and follow due process in all elements and the full details were available within the report. The Town Clerk highlighted two points, the detail about the Emergency Reserves would be minuted and agreed in a separate resolution; the internal controls process had been reviewed in January 2023 and introduced in February 2023 and amended to ensure there would be no further lapse in Councillor control checks. He continued that the Democratic Services Officer would undertake a review the website and make amendments where required.

Councillor Purser agreed to complete the next Internal Controls Check and nominated Councillor Hibbert to join him. Councillor Hibbert agreed and suggested the FO liaise with the Councillor Purser to agree a date in August 2023.

10. ANNUAL ACCOUNTS

The Town Clerk explained to member that the Annual Accounts had been completed and this with the AGAR would be presented at the next Full Council meeting for approval and adoption.

11. BUDGET WORKING GROUP

The Town Clerk stated the meeting of the Budget Working Group went positively and a great discussion was held where each Committees' budget was discussed and reviewed.

12. FURTHER ITEMS FOR CONSIDERATION FOR INFORMATION ONLY

BANK RECONCILIATION:

The FO presented the Bank Reconciliation, bank statements and Cash Book reports demonstrating that all balance as at 31st March 2023

ACTIONS TO BE DISCUSSED:

- A breakdown of the Bloom budget to be provided.
- Results of benchmarking of RT Medical and other first aid providers.
- Town Clerk to consult insurance provider for confirmation of what and when Councillors are covered.

DATE NEXT MEETING:

AGREED: The next Accounts Sub-Committee meeting would be held on Monday 10th July 2023 at 11am.

MEETING CONCLUDED: 10:55 AM

Invoices Paid / Bank Deductions - Requires Retrospective Committee Approval

26/05/2023	Ending 3373	Lloyds Bank Card Statement	£ 492.80	£ -	£ 492.80
18/05/2023	CCF167	Headlands Veterans Association	£ 600.00	£ -	£ 600.00
10/05/2023	VOI0031667	Zen Office	£ 51.27	£ 10.25	£ 61.52
			£ 492.80	£ -	£ 492.80

Invoice Date	Invoice No	A/c Name	Net Value	VAT	Invoice Total
27/04/2023	CORONATION DAY 2023	Alan Larson t/a The Troop	£ 1,845.00	£ 369.00	£ 2,214.00
25/05/2023	BFU-2023-01	Beer Festivals UK Ltd	£ 5,000.00	£ 1,000.00	£ 6,000.00
17/05/2023	INV-0125	Billy Lockett (Whole Entertainment Ltd)	£ 1,000.00	£ 200.00	£ 1,200.00
13/06/2023	EXPENSES JUNE 23	Catherine Maclellan (Expenses)	£ 131.62	£ -	£ 131.62
29/04/2023	44592	Chelsea Hire complete Event Hire Solution	£ 64.40	£ 12.88	£ 77.28
09/06/2023	44590	Chelsea Hire complete Event Hire Solution	£ 3,978.80	£ 795.76	£ 4,774.56
10/05/2023	INV-0086	Classic Carriages of Northampton	£ 2,416.45	£ -	£ 2,416.45
15/05/2023	1041515	Creative Event Services	£ 3,600.00	£ 720.00	£ 4,320.00
11/05/2023	21	Council for Voluntary Service Northampton	£ 60.00	£ 12.00	£ 72.00
07/06/2023	53	Council for Voluntary Service Northampton	£ 168.00	£ 33.60	£ 201.60
25/05/2023	1385	The Deco Theatre Ltd	£ 587.00	£ -	£ 587.00
26/05/2023	260523/1	Edmonstones Garden Design & Maintenance	£ 520.00	£ -	£ 520.00
11/06/2023	INV-10798	EP Traffic Services Limited	£ 12,000.00	£ 2,400.00	£ 14,400.00
19/05/2023	INV-990	Gusto Catering Ltd	£ 1,375.00	£ 275.00	£ 1,650.00
07/06/2023	48319/0592944	Horizon Telecom Ltd	£ 667.65	£ 133.53	£ 801.18

30/04/2023	3512	Fortis Hire Ltd trading as JB Event Faci	£ 475.00	£ 95.00	£ 570.00
13/06/2023	1604	Fortis Hire Ltd trading as JB Event Faci	£ 1,375.00	£ 275.00	£ 1,650.00
23/05/2023	EXPENSES 1 MAY 2023	Josephine Haines (Expense Claims)	£ 5.50	£ 1.10	£ 6.60
23/05/2023	EXPENSES2 MAY 2023	Josephine Haines (Expense Claims)	£ 57.08	£ -	£ 57.08
12/06/2023	EXPENSES JUNE 23	Josephine Haines (Expense Claims)	£ 69.81	£ -	£ 69.81
02/06/2023	EXPENSES JUNE 23	Julie Thorneycroft (Expense Claims)	£ 18.59	£ -	£ 18.59
24/05/2023	2348	Wolf & Bee Ltd t/a Kall Kwik Northampton	£ 115.00	£ 23.00	£ 138.00
14/05/2023	7056	Kreative Bunting Limited	£ 54.00	£ 10.80	£ 64.80
25/04/2023	250423_01	Lemon Pop Ltd	£ 650.00	£ -	£ 650.00
12/05/2023	873	Lincoln Noel	£ 200.00	£ -	£ 200.00
18/05/2023	LM0002	Lisa Maria Perera	£ 100.00	£ -	£ 100.00
31/05/2023	EXPENSES MAY 2023	Louise Hannam-Jones	£ 40.68	£ -	£ 40.68
17/05/2023	INV:1000826	LUNAR PUBLISHING LTD	£ 150.00	£ 30.00	£ 180.00
28/05/2023	17773	Microshade Business Consultants Ltd	£ 295.00	£ 59.00	£ 354.00
06/06/2023	17860	Microshade Business Consultants Ltd	£ 614.35	£ 122.87	£ 737.22
15/05/2023	2313	Milton Keynes Brass	£ 400.00	£ -	£ 400.00
07/05/2023	#7	Moulton 77 Brass Band	£ 450.00	£ -	£ 450.00
06/05/2023	722583	National World Publishing Ltd	£ 603.00	£ 120.60	£ 723.60
21/03/2023	ACC-2023-12 [PO 475]	NORTHAMPTON ABINGTON COMMUNITY AS	£ 33.00	£ -	£ 33.00
12/06/2023	NC-2023	NS-UK Group (Northern) Ltd	£ 2,494.00	£ 498.80	£ 2,992.80
12/06/2023	NC/SO-2023	NS-UK Group (Northern) Ltd	£ 450.00	£ 90.00	£ 540.00
16/03/2023	TPC045	The Park Cafe	£ 300.00	£ 60.00	£ 360.00
12/04/2023	SM27436	Rialtas Business Solutions Ltd	£ 829.07	£ 165.80	£ 994.87
28/04/2023	SM28375	Rialtas Business Solutions Ltd	£ 82.42	£ 16.48	£ 98.90

26/05/2023	424001490431	West Northamptonshire Council	£ 75.15	£ 15.03	£ 90.18
31/05/2023	424001491744	West Northamptonshire Council	£ 3,000.00	£ -	£ 3,000.00
31/05/2023	424001492073	West Northamptonshire Council	£ 42.60	£ 8.52	£ 51.12
06/06/2023	424001504217	West Northamptonshire Council	£ 200.00	£ -	£ 200.00
18/05/2023	SINV00719404	Zenoffice Limited	£ 119.98	£ 24.00	£ 143.98
12/06/2023	VOI0032226	Zenoffice Limited	£ 39.72	£ 7.95	£ 47.67
		Total Unpaid	£ 68,431.75	£ 11,078.62	£ 79,510.37
		Total invoices that need retro approval	£ 492.80	£ -	£ 492.80
		Bank transactions not yet posted in Rialtas			
			£ 68,431.75	£ 11,078.62	£ 80,003.17

Invoices received after list produced and not posted to the system and / or Officer unapproved.					
03/04/2023	INV-2906	NCALC			£ 8,275.04
05/05/2023	SIN005042	Living Streets			£ 1,485.60
16/05/2023	30719	Association of Democratic Officers			£ 66.00
?	?	Rushden Mission Band			£ 375.00
12/04/2023	JL100/001	Annorlunda Ltd T/A Ember			£ 300.00
17/05/2023	1/23	City of Coventry Brass			£ 425.00
					£ 10,926.64

13/06/2023	INV-1383	RTC Medical Solutions Ltd	£ 1,860.00	£ -	£ 1,860.00
14/05/2023	002/23	Rushden Town Band	£ 375.00	£ -	£ 375.00
01/06/2023	#7	Sax's Cool Band	£ 200.00	£ -	£ 200.00
13/06/2023	NTF/2023	Show Time Events Group Ltd	£ 5,000.00	£ 1,000.00	£ 6,000.00
09/05/2023	INV03	Similar Jones (SJ Bardill)	£ 300.00	£ -	£ 300.00
31/05/2023	INV05	Similar Jones (SJ Bardill)	£ 500.00	£ -	£ 500.00
05/06/2023	QL203180-1	SLCC Enterprises Ltd	£ 120.00	£ 24.00	£ 144.00
18/05/2023	1334	Stage Right Productions	£ 5,680.00	£ 1,136.00	£ 6,816.00
24/05/2023	1322 24/05/23	Stage Right Productions	£ 114.00	£ 22.80	£ 136.80
11/05/2023	230511 – CORONATION	Stu Vincent Photography	£ 675.00	£ -	£ 675.00
22/05/2023	230522 – MAYOR MAKIN	Stu Vincent Photography	£ 250.00	£ -	£ 250.00
06/06/2023	5839	Studio One Media Centre Limited	£ 800.00	£ 160.00	£ 960.00
08/06/2023	5853	Studio One Media Centre Limited	£ 50.00	£ 10.00	£ 60.00
28/04/2023	MTR-07249	Tangerine Red Ltd	£ 120.00	£ 24.00	£ 144.00
02/05/2023	MTR-07256	Tangerine Red Ltd	£ 50.00	£ 10.00	£ 60.00
03/05/2023	MTR-07260	Tangerine Red Ltd	£ 60.00	£ 12.00	£ 72.00
05/05/2023	MTR-07274	Tangerine Red Ltd	£ 510.00	£ 78.00	£ 588.00
12/05/2023	MTR-07290	Tangerine Red Ltd	£ 109.00	£ -	£ 109.00
05/05/2023	SI0000040472	Toye Kenning & Spencer Ltd	£ 4,344.00	£ 868.80	£ 5,212.80
15/05/2022	12063403A9014416	Anglian Water t/a Wave Utilities	£ 281.20	£ -	£ 281.20
15/05/2022	12063403A9014416CR	Anglian Water t/a Wave Utilities	-£ 281.20	£ -	-£ 281.20
26/01/2023	11550149.9	Anglian Water t/a Wave Utilities	-£ 1,767.75	£ -	-£ 1,767.75
26/01/2023	11550149A9014408AMEN	Anglian Water t/a Wave Utilities	£ 1,767.75	£ -	£ 1,767.75
26/01/2023	11550149A9014408CR	Anglian Water t/a Wave Utilities	-£ 1,753.25	£ -	-£ 1,753.25
26/04/2023	11939338A9014408	Anglian Water t/a Wave Utilities	£ 616.96	£ -	£ 616.96
25/05/2023	12063403A9014416.	Anglian Water t/a Wave Utilities	£ 281.20	£ -	£ 281.20
02/06/2023	12091846A984757	Anglian Water t/a Wave Utilities	£ 93.02	£ -	£ 93.02
12/06/2023	12138132A9021592	Anglian Water t/a Wave Utilities	£ 537.45	£ -	£ 537.45
04/05/2023	424001440737	West Northamptonshire Council	£ 133.50	£ 26.70	£ 160.20
13/05/2023	424001452291	West Northamptonshire Council	£ 37.50	£ 7.50	£ 45.00
13/05/2023	424001452301	West Northamptonshire Council	£ 22.50	£ 4.50	£ 27.00
13/05/2023	424001452314	West Northamptonshire Council	£ 30.00	£ 6.00	£ 36.00
17/05/2023	424001475281	West Northamptonshire Council	£ 123.00	£ 24.60	£ 147.60
17/05/2023	424001475294	West Northamptonshire Council	£ 536.00	£ 107.20	£ 643.20
17/05/2023	424001475304	West Northamptonshire Council	£ 37.50	£ 7.50	£ 45.00
19/05/2023	CR424001488508	West Northamptonshire Council	-£ 133.50	-£ 26.70	-£ 160.20

CCF179		Hanging Baskets for Trinity	Trinity	Birch	£760
CCF180	Community Spaces Semilong Community Centre	Semilong Community Hub	Semilong	Marriott	£1,000
CCF181	99th Girl Guides & Brownie	Guide Camp Holiday	Rectory Farm	Holland-Delam	£500
CCF183	United Women and Youth Programme		Abington, Castle & St James	Haque, Alwahabi, Ismail, Tarasiewicz, Ashraf	£2,500
CCF186	Community Space St Crispin	Park Bench	Talavera	Meredith Fuchshuber	£1,000
				Total	£6,760
General Community Fund Applications, pending approval from Grants Sub-Committee on 15th June 2023 and Community Services on 19th June 2023:					
CGF185	Northampton Town Centre	Classic Car Event			£3,000
					£3,000
Bloom Start-Up Grants, pending approval from Grants Sub-Committee on 15th June 2023 and Community Services on 19th June 2023:					
CCF184	Ramagarhia Board Northan	RBN Bloom Project	Castle	Haque	£200
CCF185	Friends of St Peters Marefa	Churchyard Planting	Abington	Purser	£200
				Total	£400
					£10,160

Salaries / HMRC / Pension payments June	Value
Salaries (Net) for June including Mayoral Allowance and Cllr. Allowances	£ 29,939.19
HMRC June NOTE! SLIGHT CHANGE TO May's pension I typed £9149.45 should have been £9249.45	£ 12,147.76
Pensions June	£ 8,633.89

Below are the approved Councillor Community Fund Applications as per the minutes of the Grants Sub-Committee held in 12th April 2023: PAID Cllr Retrospective approval required					
Application Reference	Organisation	Project	Ward	Councillor(s)	Amount
CCF176	St Vincent De Paul's Society	Entertainment and Dinner for Over-60's and Family Trip to Wicksteed Park	Talavera	Meredith and Fuchshuber	£1,600.00
CCF177	Standens Barn Residents Assn	Proposed Community Organisation	Riverside	Hibbert	£1,500.00
CGF58	Football for Foodbanks CIC	Football Pitch Hire	n/a	n/a	£2,700.00
CGF59	Community Law Service (Northampton & County)	Bangladeshi Community Outreach Project	n/a	n/a	£4,216.00
				Total CCF	£10,016.00
				Paid	£8,516.00
				Unpaid	£1,500.00

Councillor Community Fund Applications, pending approval from Grants Sub-Committee on 15th June 2023 and Community Services on 19th June 2023					
CCF17	Rectory Farm Pocket Park C	Pocket Park Activities	Rectory Farm	Holland-Delam	£1,000



Dear Councillors,

At the Extraordinary Meeting held on Monday 26th July, in response to a question raised regarding the Internal Auditors, Internal Control note, I explained that Internal Control procedures had changed and the first new check had taken place in February of this year. I also said that I would send you the Internal Control Checklist so that you could review and feedback your thoughts and questions.

In addition to the structured quarterly Internal Control Checks you are very welcome to come in and discuss / review any of our finance processes and procedures. I would just ask that you give me some notice so that we can diarise a day and time that suits us both.

Kind Regards

Catherine

Catherine MacLellan

Finance Officer

Northampton Town Council

The Guildhall

Northampton

NN1 1DE



Northampton Town Council

Internal Control Checklist

Internal Control Checklist

All checks, once completed must be filed in the Town Council Office and retained with the minutes of the relevant meeting.

Internal control checks to take place every quarter and reported back at the next Accounts Sub-Committee meeting.

Finance						
No.	Task	Schedule	Seen		Comment	Completed
			Y	N		
1	Bank Statement Checked & balances to Cashbook	Monthly				
2	Bank Reconciliation Checked and Balances to Bank Statement	Monthly				
3	List of Payments for approval produced and validated	Monthly				
4	Aged Debtors / Creditors report issued	Monthly				
5	Budget Report Reviewed and checked	Monthly				
6	VAT Return reviewed	Quarterly				
Payroll						
No.	Task	Schedule	Seen		Comment	Completed
			Y	N		
7	Monthly Payroll Reports Filed in relevant month	Monthly				
8	Tax and NI validated to payroll and paid to date	Monthly				
9	Pension contributions validated (employer and employee) and paid to date	Monthly				
10	Salary paid validated	Monthly				
11	i-Connect and LGPS system uploaded with relevant monthly data	Monthly				

Internal Control Checklist

General						
No.	Task	Schedule	Seen		Comment	Completed
			Yes	No		
12	Minutes, signed, dated & filed from previous meetings					
13	Minutes uploaded to Web site within 4 weeks					
14	Internal and external notice boards up to date					
15	Risk assessments recorded and up to date					

Invoice Processing						
No.	Task	Evidence	Y	N	Comment	Comp
16	randomly select an invoice from the payment list of the month selected	Track from Requisition through to payment	Y			

Internal Control Outcome:

Councillor	Month	Inspection Date	Accounts Sub Committee Meeting Date	Documents

- Items 1-5 on internal control checklist verified monthly at each Accounts Sub-Committee Meeting. Item 6 included each quarter following the quarterly return.
- Items 7-11 & 16 is the responsibility of the Finance Officer and validated by the Clerk/RFO monthly.
- Items 12-15 is the responsibility of the DCS Officer and validated by the Clerk/RFO monthly.
- All items are available for Cllr scrutiny quarterly.

Internal Control Checklist

Methodology & Documents reviewed to support the Internal Control Check:

1. The Finance Officer (FO) will request that the Cllrs present select a month at random to carry out the necessary Internal Control Check.
2. The FO will provide a brief outline of how payroll activity is carried out and will access / open the files / folders / documents listed below.
3. Tasks 1-6.
 - The pack of papers reviewed by the Accounts Sub-Committee meeting for the month specified are reviewed by the Cllrs present and the FO is open to any questions.
4. Task 7 – Monthly Payroll reports filed in relevant month.
 - Open the Payroll folder.
 - Show each month, selecting relevant month.
 - Show all files saved
 - The FO is open to any questions.
5. Task 8 – Tax & NI validated to Payroll and paid to date.
 - Open both the Payroll and HMRC reports provided by the Payroll provider for the month selected.
 - Open the Bank Statement to demonstrate the fees due to HMRC have been paid.
6. Task 9 – Pensions contribution validated (employer & employee) and paid.
 - Using the same Payroll report will show the pension contributions detail
 - Open the Pensions (iConnect data) spreadsheet to demonstrate how the pension contribution is recorded and monitored.
 - Open the bank statement to demonstrate the funds due to LGPS are paid.
7. Task 10 – Salary Paid and validated.
 - The FO will request that the Cllrs present select an Officer at random to validate.
 - Using the same payroll report show how the salary components are split.
 - Open the Additional Hours spreadsheet to demonstrate how any additional hours paid are recorded and monitored.
 - Using the pension (iConnect) spreadsheet demonstrate the annual salary so the monthly salary can be validated.
 - Open the Payslip for the selected officer so that the Cllrs present can check and validate accuracy.
 - Open the bank statement to verify the salary paid.
8. Task 11 - i-Connect and LGPS system uploaded with relevant monthly data
 - Refer to the iConnect spreadsheet.
 - Access the LGPS software iConnect to show how the data is captured.
9. Tasks 12 and 13
 - The Town Clerk will show the hard copy minutes signed as stated and will check the web site to demonstrate the relevant minutes were uploaded in the timeframe.
10. Task 14
 - The Town Clerk and Cllrs will check the Notice boards to ensure documentation displayed is up to date.
11. Task 15
 - The Town Clerk will go through the risk assessment folder and is open to any questions.
12. Task 16
 - The Cllrs will select one or two invoices from the payment list of the month chosen for Internal Control check. Using this invoice, The FO will show how the invoice has been processed from the creation of the Requisition through to payment being deducted from the bank.

Internal Control Checklist

Questions Raised During Discussion Must be recorded here:

Actions as a result of Internal Control Must be recorded here: