



Slaugham Parish Council

INTERNAL CONTROLS

Finance Committee Review 16th January 2026
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ADOPTED: 16th January 2026
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REVIEW: January 2027

INTERNAL CONTROLS

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Internal Controls

1. Introduction

The Council is required to undertake a review of the effectiveness of the internal controls in each Parish Council year. It is important to note that this is not a matter for delegation to the Clerk and this review will be presented to Committee each year for approval and re-adoption.

Under the Financial Regulations the Parish Council is responsible in law for ensuring that its financial management is adequate and effective and that the Parish Council has a sound system of internal control in accordance with proper practices, which facilitates the effective exercise of the council's functions, including arrangements for the management of risk.

The set of internal controls demonstrate how the Parish Council meets these responsibilities and requirements. A summary of achievements and any areas for development are listed within each notes area.

2. Area of Review: Regulatory Documents

Test	Minute No.	Notes
A) Minute Reference of review and adoption of Standing Orders	6.1.2. 1	Council Meeting 26 th February 2026
B) Minute Reference of review of and adoption of Financial Regulations	6.1.2.2	Council Meeting 26 th February 2026
C) Minute Reference of review of 2024/25 Internal Audit Report	6.1.1	Council Meeting 31 st July 2025
D) Minute Reference of adoption of Annual Governance and Accounting Return (AGAR) Section 1: Governance Statement	11.2.2	Council Meeting 28 th May 2026
E) Minute Reference of adoption of AGAR Section 2: Accounting Statement	11.2.3	Council Meeting 28 th May 2026
F) Minute Reference of Approval of Internal Audit Certificate	11.2.4	Council Meeting 28 th May 2026
G) Minute Reference of Approved Notice of Electors Rights	11.2.5	Council Meeting 28 th May 2026
H) Minute Reference of adoption of annual budget		Council Meeting 18 December 2025
I) Minute Reference of review of annual fees and charges	FG2610	Finance Meeting 20 th April 2026
J) Minute Reference of adoption of Asset Register and confirmation the content is reviewed six monthly under Internal Controls		Finance Meeting 15 th January 2026
K) Minute Reference of assessment of significant risks and review of arrangements to manage these		Finance Meeting 15 th January 2026
L) Appropriate Insurances are in place to cover risks		Council Meeting Insurance Renewal Date.
M) The Register of Member's Interests are kept up to date and signed declaration of acceptance of office are on file.	YES	Signed copies on file for all Cllrs of Declaration of Acceptance of Office. Register of Interests also published on Website.

Internal Controls

3. Area of Review: Income Controls

Test	Y/N	Notes
A) Confirm the F Committee records monthly checks of receipts, bank recs, balance sheet, nominal ledger and agreed coding of income.	YES	Vice Chair of FGE Cttee sign bank reconciliations.
B) Ensure that precept is received on time and is the amount agreed in the budget.	YES	1 st Paid into the Bank on 30.04.25 and 2 nd payment due on 30.09.25.
C) Ensure that rents are received and banked regularly.	YES.	Invoices prepared and sent on time. Receipts confirmed.
D) Ensure bank interest is banked and coded correctly.	YES	
E) Ensure sales invoices are correctly made out and VAT accounted for where applicable.	YES	VAT Not Applicable.
F) Ensure monies received meet invoices raised and are banked properly.	YES	
G) Ensure receipts are properly recorded in the cash book.	YES	
H) Ensure credit controls are in place to keep debts to a minimum especially at end of financial year.	YES	Most sales invoices paid in advance or as required by Leases. Accrual process in place.
I) Ensure that more than one person is present when significant amounts of cash over £300 are received and counted.	N/A	
J) Ensure receipts are issued for cash receipts over £10.	N/A	

Internal Controls

4. Area of Review: Payment Controls

Test	Y/N	Notes
Confirm the FG&E Committee records monthly checks of payments, bank recs, balance sheet, nominal ledger and agreed coding of expenditure.	YES	Vice Chair of FGE Cttee sign bank reconciliations.

Test	Invoice 1	Invoice 2	Invoice 3
Payee			
Amount (In Gross)			
Date Paid			
A) Check that payment authority has been recorded or minuted. (Every payment reviewed/agreed at each FGE.)			
B) Check that the Works or Purchase Order issued agrees with the authorisation.			
C) Check that invoice being paid corresponds with the Works or Purchase Order.	NA	NA	NA
D) Check that the works are completed or the good are received for the invoice being paid.	YES	YES	YES
E) Check that invoice has been entered correctly on the RBS system, including any VAT.	YES	YES	YES
F) Check that payment is within reasonable time period as per the payment terms.	YES	YES	YES
G) Confirm payment has gone through the bank.	YES	YES	YES
H) Are all contractors used "approved".	NA	NA	NA
I) If appropriate, Risk Assessments, PPE, Insurance Documents and Qualifications on file.	NA	NA	NA

Values under £250 do not require a Purchase Order to be raised. An order for £450 requires a Purchase Order to be raised as per Financial Regulations.

Internal Controls

5. Area of Review: Payroll

Test	Y/N	Notes
A) Are all employees in payroll system? (Check there are no ghost employees.)	YES	.
B) Do all employees have contracts of employment?	YES	
C) Are salaries prepared correctly?	YES	By WSCC Payroll.
D) Are National Insurance deductions applied correctly by WSCC?	YES	Spreadsheet confirms correct rates charged.
E) Are Payroll records being kept correctly?	YES	
F) Has the Leavers Checklist been completed for any leavers? (Keys, ID, Laptop, Banks, Sharepoint, Email closed)	YES	P45's are sent directly to leavers by WSCC Payroll.
G) Whether P60's (End of Year Tax Certificate) are issued annually?	YES	P60's are put on self-service portal by WSCC Payroll.
H) Are all employees in the Local Government Pension Scheme or National Employment Savings Trust (NEST) if applicable? And if not is there written evidence of their opting out?	YES	All employees are in the LGPS.
I) Are Pension contribution rates (Employee) applied correctly by WSCC?	YES	Spreadsheet confirms correct rates charged.
J) Are correct payments made to Pension Authority by WSCC?	YES	Annual Pension Benefits Statements issued to each employee.
K) Are three yearly Pension auto-enrolment completed and reported to the Pension Regulator (due Aug 2027 - unless an employee opts out)	YES	All employees enrolled in Local Government Pension Scheme.
L) Are annual pay awards advised in writing?	YES	Includes reference to NI and Pension contributions.
M) Are councillor allowances prepared correctly (where applicable)?	YES	By WSCC Payroll.

Internal Controls

6. Area of Review: Petty Cash

Test	Y/N	Notes
A) Is Petty Cash kept securely?	N/A	No Petty Cash HELD
B) Ensure petty cash vouchers are authorised in advance by the RFO, and within relevant budget limits.	N/A	
C) Ensure Petty Cash is reimbursed correctly.	N/A	
D) Ensure vouchers are entered correctly in cash book.	N/A	
E) Ensure Petty Cash is reconciled at least every quarter or as required.	N/A	

Internal Controls

7. Area of Review: Fidelity Protection

Test	Y/N	Notes
A) Is Fidelity Insurance Protection in place?	YES	£500,000 protection insured.
B) Do internal auditors audit the accounts every six months?	YES	Currently Mulberry & Co. Next Internal Audit booked for April 2026.
C) Are satisfactory references obtained from current and former employers and DBS checks made for the recruitment process?	YES	Process to obtain references in place. DBS Check for all staff are in place.
D) Have there been any questions raised about the honesty of an employee?	NO	
E) Has the Council appointed a competent person as Responsible Finance Officer?	YES	The Clerk & RFO
F) Are bank statements, payments and receipts checked at least monthly against the RBS system?	YES	At each FC Meeting
G) No more than £1,000 cash is kept in the safe at any one time.	N/A	
H) Are cheques and cash paid into the bank at least monthly?	YES	
I) If cheques are issued, are they signed by at least two councillors.	YES	No cheques issued since 17/11/22. (Checked 13.3.26)
J) Are two employees required to authorise BACS payments?	NO	Clerk/RFO
K) Has Council approved all Direct Debit authorisation?	YES	
L) Has the computer security been vetted by a professional company?	YES	NETCOM IT Sevices
M) Are employees required to keep passwords secure at all times?	YES	
N) Are Cllr and employee expense claims checked against receipts?	YES	

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Internal Controls

8. Area of Review: VAT Controls

Test	Y/N	Notes
A) Are VAT records properly maintained?	YES	Manual data entry by Clerk and VAT report created automatically in RBS.
B) Are VAT forms submitted correctly each quarter?	YES	Reported to Committee each quarter for noting.
C) Is VAT income paid correctly and on time?	YES	Bank statements and RBS used to verify receipts.

9. Area of Review: Savings & Investments (New)

Test	Y/N	Notes
A) Are savings and investments regularly reviewed.?	N/A	
B) Are savings and investments held in a diverse range of banks/building societies and shares?	N/A	
C) Are credit ratings carried out for each bank etc used, six monthly?	N/A	