

**St. Neot Parish Council
Internal Financial Controls
Date of Review: September 2020**

St. Neot Parish Council has a normal annual budget of approximately £30,000 - £45,000 of income of which about £30,000 comes from the precept and the remainder from rental and meter income, advertisements on the parish website, a local maintenance partnership grant and a turbine community benefit payment. The Clerk to the Council is the Responsible Financial Officer and five councillors form the Finance Committee.

This document sets out the internal financial controls of the Parish Council. The aim of the controls is to minimise the risks associated with operating the Parish Council accounts by identifying risks and putting in place measures to minimise those risks.

Task	Existing controls	Consequence of not having the control	Further action & review date if applicable	Task	Existing controls	Consequence of not having the control	Further action & review date if applicable
Emptying electricity meter in Pavillion	Two councillors to empty the meter. Clerk issues receipt and amount is recorded in minutes	Loss of income to the council		Receiving cheque payments	Receipts issued by Clerk and receipt books inspected by Councillors	Loss of income to the parish council.	

<p>Receiving cash payments</p>	<p>Receipts issued by Clerk and receipt books inspected by Councillors</p>	<p>Loss of income to the parish council</p>		<p>Writing of cheques</p>	<p>Two signatures per cheque and initials on corresponding cheque stubs and invoices. Councillors to check cheque numbers against account and invoice</p>	<p>Loss of income to the parish council</p>	
<p>Agreeing orders for work</p>	<p>All orders for work agreed by parish and to be recorded in Council minutes.</p>	<p>Wrong bills are paid</p>		<p>Payment of salaries</p>	<p>Salaries to be agreed and minuted at start of financial year and P60's issued at end of financial year</p>	<p>Salaries are incorrectly paid</p>	

Updating asset register	Asset register updated annually and Councillors to inspect	New assets not recognised		Finance report and income and expenditure against budget	Monthly finance report and 6 monthly report on income and expenditure against budget	Insufficient funds to pay bills	
Emptying donation box in public toilet	Two councillors to empty the donation box. Clerk issues receipt and amount is recorded in minutes	Loss of income to the council					

