



GRAIG COMMUNITY COUNCIL

Internal Control Procedures

Payment Procedures

Invoices shall be held by the Clerk/RFO from receipt and presented at the next Community Council meeting. A payment schedule will be presented for approval at each Community Council meeting.

Pre-approved payments

Clerk/RFO is authorised to make electronic transfer payments of up to £100.00 for payments that are regular and have been pre-approved at a full Council meeting. Any payments processed in between meetings are to be reported at the next Community Council meeting.

Paypal Card Payments

The Paypal Business Account card to be held by and used by the Clerk/RFO only, (spending limit up to £1,000.00). Balance to be repaid via Direct Debit from the Council current account. Payments to be approved by full Council at meetings or Chairman and Clerk/RFO in between meetings.

Internet Banking Payments

Once the above controls have been completed, the following steps will be taken:

1. The Clerk/RFO will set up the internet banking payment.
2. The Clerk/RFO will pass the payment to two authorised signatories to log on to authorise.
3. All payments shall be recorded in the cashbook and any other relevant spreadsheet. All payments will be listed within the minutes, where approval was given.

Cheque Payments (when required)

Cheques to be signed by two authorised signatories. Signatories are required to sign the cheque and initial the cheque stub.

Income Procedures

All income shall be banked within one week of receipt and shall be recorded in the cashbook and any other relevant spreadsheet.

Internal Audit

An independent Internal Auditor will be appointed in October/November each year to carry out the internal audit after the end of the financial year. The Clerk/RFO to prepare relevant documents to be passed to the Internal Auditor. The Internal auditor will provide a written report to be presented to full Council for review and action.

These internal controls must be used and reviewed in conjunction with the Community Council's Financial Regulations annually.

Adoption Record:

Adopted - Minute item 9, 26th February 2025