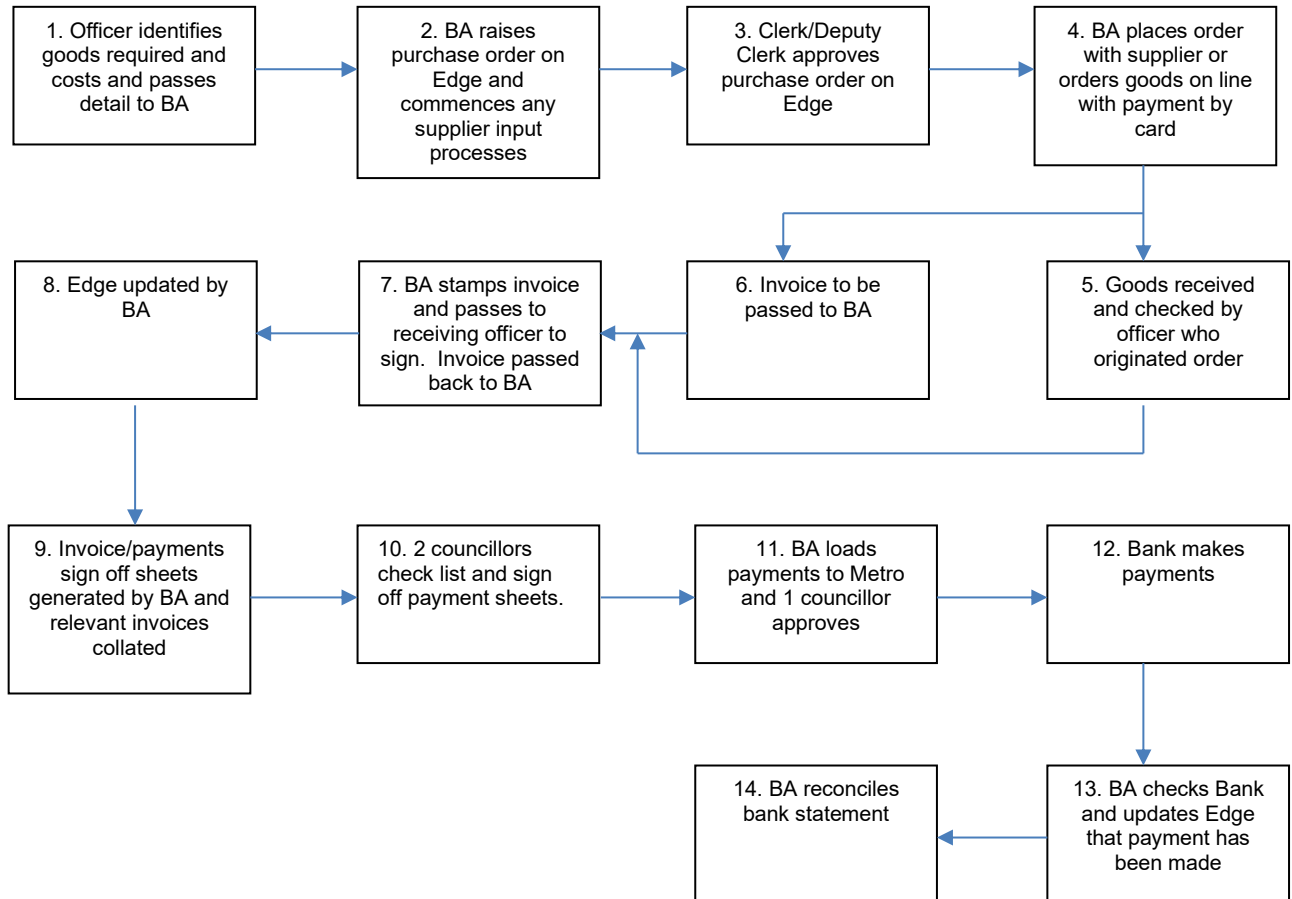


Financial Regulations Appendix 1 - The Ivers Parish Council Internal Controls Process Adopted December 2020

BA = Business Administrator



Notes on Process

- a. All goods are required to be sourced/costed in accordance with financial regulations
- b. All details including specifications are to be passed to the Business Administrator who will raise a purchase order on the council's accounts software system (Edge). The business administrator will notify the nominated councillor of any suppliers to be set up in order that account details can be checked
- c. The purchase order is to be electronically approved by the Clerk/Deputy \Clerk in accordance with financial regulations
- d. Business Administrator will pass the order to the supplier
- e. On receipt all goods are to be checked by an appropriate officer as correct and of an appropriate quality and any invoices passed to the business administrator
- f. All invoices are to be stamped by the business administrator with the council's verification stamp, be signed off by an appropriate officer and be passed back to the business administrator
- g. Business administrator will update Edge and enter transaction number to the invoice before filing in numerical order of transactions.

- h. Preferably fortnightly, a payments list will be generated by the business administrator to include invoices to be paid, direct debits, standing orders and card purchases. This list is to be presented with invoices for checking by 2 councillors
- i. Payments will be loaded as batches whenever possible to reduce costs to council
- j. Bank payments list to be approved online on the bank's portal by a councillor
- k. For repeat payments eg rates and for purchases that are small in value a purchase order will not be raised
- l. All bank cards are to be kept in the safe when not in use
- m. Cheque payments are rarely used however the internal controls process will be followed with 2 signatories signing the cheques