WOLLASTON PARISH COUNCIL
INTERNAL FINANCIAL CONTROLS

Accounts

Invoices (Received)

- Stamp date received invoice
- Check goods/service have been received
- Check invoice for correctness and amount
- Check VAT number on invoice
- Check VAT amount
- Check addition on invoice
- Complete record sheet and attach invoice
- Add details to Schedule of Payments sheet with power to spend for PC meetings for the previous month
- Finance to approve and complete wages/HMRC/pension
- Take to meeting – Schedule of Payments sheet for the previous month - (Chair to sign after read out)
- Payments for the previous month to be incorporated in agenda and minutes
- Update Payments on PC accounts, PF breakdown and Earmarked Reserve as applicable
- Update VAT record
- Update Scribe payments including VAT

Bank Transfer

- Transfer enough funds to cover total on schedule of payments once payments agreed at PC meeting in £5,000 blocks (where possible)
- Payments and Clerk's wages to be made week of the PC meeting as agreed

Payment received

- Check amount received correct and mark outstanding invoice – received and date
- If payment received and no invoice previously issued send out a small receipt
- Add to Receipts in PC accounts
- Update Scribe receipts
- Add to Schedule of Receipts for approval and to go with minutes to be signed by Chair
- Update PF breakdown and Earmarked Reserve if applicable

Monthly Reconciliation

- Run off bank statements for previous month (as soon after the 1st of month as possible), reconcile them to accounts
- Run Scribe Bank Reconciliation

Audit

- Councillor to check bank reconciliation monthly
- Internal audit annually NCALC – Julia Tuffnail appointed by NCALC as the Internal Auditor for the year 2025-26
- External audit annually PKF Littlejohn

VAT

- Add VAT amount and details to claim form

- When applicable (quarterly) complete claim form and send off/complete online (keep photocopy in outstanding)
- When bank statement received update on PC Receipts and file copy claim form in black folder

Direct Debits/Standing Orders

The following direct debits – Standing Orders are in place for 2026

Tesco mobile	£15.99	1st of the month
NMPTL Pension	£73.42	2nd of the month
Whitestar Website	£35.00	11th of the month
Hayeswood Landscapes	£2,407.32	1st of the month
YU Energy (Street Lighting)	approx. £90	8th of the month
Starboard Ltd (Scribe)	£61.20	1st of the month
YU Energy (PF Floodlights/Bollard)	approx. £9	8th of the month
Lloyds Bank Monthly Charge	£4.25	28th of the month
NPS Shoes office & internet hire	£382.50	4th of the month
HP Instant Ink	variable	24th of the month

MARCH 2026
Agreed at Parish Council meeting of 19th MARCH 2026 under minute 26/_160__