

BEXHILL-ON-SEA TOWN COUNCIL

Internal Control Procedures Financial Year 2025-26

1.	Quotes / Tenders	Rules set down in the Financial Regulations at least must be adhered to. Where possible, 3 written quotes should be sought.
2.		Evaluation of quotes and tenders are made with clear criteria for selection.
3.		Ordering of goods – all goods must be ordered by the RFO, checked at delivery by and invoices approved for payment by the RFO.
4.	Purchase invoices	All invoices must be checked and signed by the officer who ordered the goods and /or services. The invoice is then passed to the RFO for their approval before payment and processing.
5.	Payments	
6.		All invoices are checked by the RFO and emailed to signatory for BACs approval along with payment authorisation sheet.
7.		All payments are reports to the Finance and Audit Committee in the next meeting for noting.
8.		Council members carry out an internal audit of payments selected at random on a regular basis.
9.		All signatories must be councillors. No officers are signatories to the bank accounts.
10.	Bank	Monthly bank reconciliations on all bank accounts are undertaken.
11.		Bank reconciliations are signed by the chairman and vice chairman each month and report to Finance and Audit Committee each month.
12.		Bank statements – end of month balances are verified by the chair by initialling bank statements.

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13.		Two councillor signatories on every bank account.
14.	Asset register	The asset register is reviewed at least annually and reported to the Full Council for approval.
15.		All asset disposals must be discussed and minuted at Full Council
16.	Insurance	Cover is annually reviewed by RFO and Full Council.
17.		Alternative quotes are received at least every three years to ensure best value.
18.	Fidelity Guarantee	Insurance cover is set in line with best practice amounts.
19.	Budget	Setting of annual budgets discussed at each committee and reported and approved by Full Council each month between September and setting the budget / precept in December or January each year.
20.	Financial Statements	Detailed Financial Statements presented to Finance and Audit Committee at each meeting.
21.	Risk Assessments	Risk assessments are reviewed at least annually and risks identified and recorded periodically throughout the year by the council.
22.		Regular daily, weekly, monthly, quarterly and annual checks are made on the risks at the notice boards as part of a standard maintenance review regime. Any issues are reported through line management immediately. Action is instigated as appropriate or referred to the Council.
23.		Annual inspection reports undertaken for all external assets and action instigated as appropriate.
24.	Internal Auditor	The Council appoints an independent internal auditor.

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		Issues raised by the internal auditor are addressed immediately and notified to the Full Council. Any matters raised are also minuted.
25.	Minutes	Sequential numbering is included on all pages.
26.		Sequential numbering is included on all item numbers
27.		All committee minutes are subsequently noted by Full Council
28.	Payroll	The payroll is administered by an external provider and a computerised payroll system.
29.		Monthly RTI reports are submitted through the computerised PAYE system by the external provider.
30.		The payment of salaries processed as per BACS payments listed above item 6.
31.		The payroll is reviewed and approved at each Finance and Audit Committee meeting.
32.		Pay reviews are recommended to the Finance and Audit Committee by the HR Sub-Committee.
33.		Monthly payments of PAYE and NIC are paid by BACS following the normal BACS payment procedure.