

Appendix B

Stamford Town Council

Internal Audit – Payments Set-up Procedures

There are set procedures in place for making payments from STC bank accounts, need to be secure to ensure good internal control and audit of cash and banking, i.e. how and when payments are made and what documentation is used as a check list that all expenditure items are included.

All expenditure requires the Council's, or delegated Committee or delegated Acting Town Clerks authority. Payments may be made either by Standing Order, Direct Debit, BACs Payment, Debit Card or by Cash from Petty Cash.

Payments need to be covered by an authorised Purchase Order for all transactions to be processed. The Purchase Order is supported by the minutes of the meeting where the Council resolves the proposal upon which a Purchase Order is raised. Once the goods or service has been delivered and the invoice received the Purchase Order is completed. The payments will be authorised for payment by the Chair and Vice of the Committees with delegated authority to spend. A schedule of payments is presented at each Town Council meeting. This list is produced and verified using the SAGE Accounting system. Each payment is allocated a Voucher number for ease of identification and Purchase Orders will be include where allocated.

Any utility bills, direct debits, standing orders, monthly subscriptions, trade waste, grave digging charges will not require a Purchase Order to be issued.

On Council approval all payments are made by Acting Town Clerk and payments details are confirmed, verified and signed off by two Councillors - matching bank payment against Accounts for Payment Voucher No, Invoice and Purchase Order.

Salary payments, National Insurance payment and Pension contributions are made monthly. A salary schedule is produced based on the time sheets, outlining any overtime worked. This is checked and verified by the Chairman and Vice Chairman of Finance before submitting to A & K Associates for processing. This must be produced by the 17th of each month to ensure wages are paid promptly by the 24th of the month.

Any transfers between bank accounts to ensure all accounts are in credit is undertaken by the Acting Town Clerk.