

APPENDIX C

STAMFORD TOWN COUNCIL

INTERNAL AUDIT – SALES AND DEBTORS

Administration and preparation of sales invoices is carried out by the Acting Town Clerk & Administration Officer.

Allotments.

The Acting Town Clerk maintains a detailed database with all information regarding the allotments, which is updated throughout the year to keep up to date with any change of ownership, etc. Allotment holders are invoiced once a year in October.

A data sheet including, name of allotment holder, plot number and invoice number is on the Network. As monies are received, receipts issued with data sheet updated. There is a late payment policy that is effective.

Town Hall Bookings

Booking forms must be completed for all Town Hall hires, tours and Civil Ceremonies. A sales invoice is prepared by the relevant Officer and dispatched accordingly. These invoices are recorded on the SAGE Accounting system. This will create a sales ledger and a debtor list for reconciling late and non-payments.

Cemetery

Interments are recorded within the burial filing system using the Chronicle Lite Townsweb Archiving.

Invoices are generated for Interments, purchasing of the Grants of Exclusion and Memorial Rights. All such sales are entered into the SAGE Accounting system. This will create a sales ledger and a debtor list for reconciling late and non-payments.

Payments against invoices may be made in cash, cheque, BACs or using Izettle card payment reader. All Izettle payment receipts are listed on the Town Council Izettle Account and matched against Bank receipts. A small administration charge is made for this facility.