

ADDERBURY PARISH COUNCIL

Date of Parish Council Meeting	Tuesday 23 February 2021
Agenda Item Number	<i>Item 11 (ii)</i>
Author	Theresa Goss
Title of Report	Councillor to Monitor Financial Matters
Summary	A Councillor, who is not a bank signatory, is required to review the list of payments, invoices and bank statements on a monthly basis.
Recommendation	To appoint a Councillor to monitor the Parish Council's financial matters, in conjunction with the Clerk and Responsible Financial officer.
Reasons for the Recommendation	To implement the recommendation of the Internal Auditor.
Impact on Budget	None.
Risks	<p>If not implemented, this would be highlighted again by the Internal Auditor in his final report and possibly by the External Auditor later in the process.</p> <p>This change provides additional security for both the Clerk and the Parish Council and tightens up the PC's financial processes further.</p>
Background	The internal auditor has produced his interim report for 2020/2021 and has suggested that the Parish Council changes its processes to ensure that a Councillor who is not a bank signatory, checks all the financial information each month.
Supporting documents; advice, reports etc should always be attached to the report and listed here	Internal Auditor's Interim Report for 2020/2021 will be submitted to the next Parish Council meeting, however, prior to that, it can be emailed to Councillors upon request to the Clerk.