

## Section 1

2. The internal auditor asked for the PC to tick “no” to this section as she was of the view that internal controls were not adequately recorded. A Cllr who is not a signatory on the account has been checking invoices against bank statements and payments quarterly but this was not minuted and a report of this not generated.

Going forward the RFO has insisted that invoices, payments and bank statements are checked at each meeting and signed off, and this will be minuted. In addition to this at the bottom of each months bank reconciliation there is now a statement for the Cllr to sign to confirm the process has been completed.

Signed:

A handwritten signature in blue ink, appearing to read 'E Gibson', with a small flourish at the end.

E Gibson

Clerk and RFO