

Reg Number	Item details and testing requirements	Comments	Date Actioned
All	Highlight in comments box which meeting and date to be inserted in agenda.	For the financial year 2017/2018	
1.14	Approve any grant or single commitment in excess of £2000	Review any payments monthly	
2.2	On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Chairman shall be appointed to verify bank reconciliations produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions to and noted by the Finance & Assets Committee		
4.8	The RFO shall provide the Finance & Assets Committee quarterly a statement of receipts and payments to date under each head, comparing actual expenditure. Reports will be prepared and shall show explanations of material variances in excess of 10% of the planned budget.		
5.2	The Clerk shall prepare a schedule of payments requiring authorisation, forming part of the Agenda for the Meeting and present the schedule to the Finance and Assets Committee. The Committee shall review the schedule for compliance and having satisfied itself shall authorise payment by resolution of the Finance and Assets committee. The approved schedule shall be ruled off and initialled by the Chairman of the Meeting. A detailed list of all payment shall be disclosed within or as an attachment to the minutes of the meeting at which the payment was authorised. Personal payments (including salaries) may be summarised to remove public access to any personal information.		
5.5 c	Fund transfers within the councils banking arrangements up to the sum of £10,000, shall be submitted to the next appropriate meeting of the finance and Assets Committee.		

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5.6	For each financial year the RFO shall draw up a list of due payments which arise on a regular basis as a result of a continuing contract, statutory duty or obligation. Members may authorise payment for the year provided that the requirements of 4.1 have been adhered to and the Finance and Assets Committee authorise in the usual manner.		
6.6	Cheques or orders for payment shall not normally be presented for signature other than at a council meeting. Any signatures obtained away from such meetings shall be reported to the Finance and Assets Committee at the next convenient meeting.		
6.7 6.8 6.9	If thought appropriate by the council, payment for utility supplies and any non domestic rates may be made by variable Direct Debit provided that the instructions are signed by two members and any payments are reported to council as made. The approval of the use of a variable Direct Debit shall be renewed by resolution of the council at least every two years. Same principle applies for Standing Orders and Bacs payments.		
6.11	Computers requiring PINs for access to the council's records are to be recorded and put in a sealed envelope and handed to the Mayor. This can only be opened in the presence of two other councillors. Once opened the passwords will be changed. This action will also be reported to all other members at the next available meeting.		
6.17	Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed by the Clerk and a member. A programme of regular checks of standing data with suppliers will be followed.		
6.21 c	Payments to maintain the petty cash float shall be shown separately on the schedule of payments present to council under 5.2		
8.3	The Council will arrange with the council's Banks and investment providers for the sending of a copy of each statement of account to the Chairman of the Council at the same time one is issued to the Clerk.		

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15.2	The Clerk will record all new risks, properties or assets which require to be insured and any alterations affecting existing insurances.		
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