

REYDON PARISH COUNCIL INTERNAL CONTROLS

Payments are set up by RFO, and then second signatory authorised. They are available on the Agenda for discussion at Meetings and they are then listed in all Minutes.

Statements available for inspection at Council meetings

All receipts and payments are circulated to full Council on a monthly basis

Accounts are published on the website and available for inspection by appointment

Bank reconciliations are circulated monthly.

The Transparency Code is being complied with

Compliance with GDPR - Privacy Policy published

The internal audit report viewed, discussed and recommendations put in place where the Council feels they are appropriate. External audit carried out annually.

Council spending is discussed to ensure it is reasonable, appropriate, legal and for the good of the residents.

The Council checks that decisions are made within the legal framework, with advice taken from SALC or appropriate legal sources, voted on and minuted.

Reviewed September 2026