

## REYDON COUNCIL INTERNAL CONTROLS

Payments made by cheque agreed by full Council signed by two authorised signatories, listed on agendas and minutes

Payments made by BACS agreed by full Council, payment set up by RFO and authorised on line by one of two authorised Councillors. Listed on agendas and minutes

Statements available for inspection at Council meetings

Receipts are listed on agendas and minutes

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

Bank reconciliations are circulated quarterly

The Transparency Code is being complied with

Compliance with GDPR is in hand - Privacy Policy published

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

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 18<sup>TH</sup> March 2021