

Cyngor Tref y Trallwng | Welshpool Town Council

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Note

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The Council's Financial Regulations require that at least once a quarter, a member (who is not a bank signatory) shall verify bank reconciliations and shall sign and date the reconciliations as evidence.

However other Town Councils go further than this by introducing a monthly 'scrutiny' exercise where an appointed member selects three payments at random and the RFO has to produce the supporting documentation e.g. invoices for these payments.

Therefore the person appointed by the Finance & Governance Committee shall make an appointment to visit the Town Council offices and select three random payments from either the bank statement(s) or the payment approval list(s) and such supporting information shall be produced to ensure that appropriate procedures are being followed.

The results of this exercise will be reported back to the Finance & Governance Committee.