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| ***J Cox*** | ***Moores*** |

**Financial Oversight for Uppingham Town Council**

Reviewed and adopted 17th May 2023

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| **Quarter** | **Month** | **Responsible Financial Officer** | **Cheque Signatories** | **Chair of F&GP** | **Internal Auditors** | **External Auditors** |
| 1 | **April** | 1. Run monthly reports to show by committee net expenditure over income and report to Full Council
2. Bank reconciliation for all cashbooks
 | 1. Counter sign pending invoices outside of meetings. |  |  |  |
| **May** | 1. Run monthly reports to show by committee net expenditure over income and report to Full Council
2. Bank reconciliation for all cashbooks
 | 1. Counter sign pending invoices outside of meetings. | 1. Review and check key processes.
2. Check bank reconciliations!
3. Check expenditure complies with decision making.
4. Check payroll process
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| **June** | 1. Run monthly reports to show by committee net expenditure over income and report to Full Council
2. Bank reconciliation for all cashbooks
3. Invite Chair of F&GP to check bank reconciliations.
 | 1. Counter sign pending invoices outside of meetings. | 1. Check and sign off bank reconciliations | 1. Review and audit end of financial year return |
| 2 | **July** | 1. Run monthly reports to show by committee net expenditure over income and report to Full Council
2. Bank reconciliation for all cashbooks
 | 1. Counter sign pending invoices outside of meetings. |  |  |  |
| **August** | 1. Run monthly reports to show by committee net expenditure over income and report to Full Council
2. Bank reconciliation for all cashbooks
 | 1. Counter sign pending invoices outside of meetings. |
| **September** | 1. Run monthly reports to show by committee net expenditure over income and report to Full Council
2. Bank reconciliation for all cashbooks
3. Invite Chair of F&GP to check bank reconciliations.
4. Prepare half year accounts and contact internal auditors for an inspection.
 | 1. Counter sign pending invoices outside of meetings. | 1. Check and sign off bank reconciliations |
| 3 | **October** | 1. Run monthly reports to show by committee net expenditure over income and report to Full Council
2. Bank reconciliation for all cashbooks
 | 1. Counter sign pending invoices outside of meetings. |  |
| **November** | 1. Run monthly reports to show by committee net expenditure over income and report to Full Council
2. Bank reconciliation for all cashbooks
 | 1. Counter sign pending invoices outside of meetings. | 1. Review and check key processes.
2. Check bank reconciliations.
3. Check expenditure complies with decision making.
4. Check payroll process
 |
| **December** | 1. Run monthly reports to show by committee net expenditure over income and report to Full Council
2. Bank reconciliation for all cashbooks
3. Invite Chair of F&GP to check bank reconciliations.
 | 1. Counter sign pending invoices outside of meetings. | 1. Check and sign off bank reconciliations |
| 4 | **January** | 1. Run monthly reports to show by committee net expenditure over income and report to Full Council
2. Bank reconciliation for all cashbooks
 | 1. Counter sign pending invoices outside of meetings. |  |  |
| **February** | 1. Run monthly reports to show by committee net expenditure over income and report to Full Council
2. Bank reconciliation for all cashbooks
 | 1. Counter sign pending invoices outside of meetings. |
| **March** | 1. Run monthly reports to show by committee net expenditure over income and report to Full Council
2. Bank reconciliation for all cashbooks
3. Invite Chair of F&GP to check bank reconciliations.
4. Prepare half year accounts and contact internal auditors for an inspection
 | 1. Counter sign pending invoices outside of meetings. | 1. Check and sign off bank reconciliations |