



Financial Oversight for Uppingham Town Council

Adopted 2nd December 2015.

*Foxwise Accountancy
Melton Mowbray*

*Grant Thornton
Liverpool*

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	1. Review and audit end of financial year return
	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		
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		