

Appendix May 2020 Finance and General Purposes Committee

2020/06 Council insurance

The Council's insurance is due for renewal on 1st June. The Clerk has undertaken an initial review and the insurance is tabled for committee review to enable a recommendation to be made to the full council.

2020/08 Bank reconciliations and internal controls during lockdown

Under normal working conditions the appointed town councillors with responsibility for checking bank reconciliations take it in turns to come into the office to check reconciliations. This is not possible during lockdown. Once Rialtas has closed down the previous financial year, the current financial year will be up and running on the system. It's recommended that bank reconciliations are checked by councillors in their own homes, with the clerk providing the latest statement and the Rialtas generated reconciliation. The documents can be printed, signed and scanned by the councillor checking the reconciliation that month.

Internal control inspections

The committee is asked to consider how internal control inspections can be dealt with during the lockdown period.

- a) A revised internal control inspection sheet is attached. Suggested new amendments/additions are in red.