

INTERNAL CONTROL REPORT

The Accounts & Audit (England) Regulations 2015 aims to strengthen governance and accountability through requirements related to internal control and internal audit.

Whilst the Parish Council has reviewed the effectiveness of the internal audit (independence, competence, proportionate and scope), it has a requirement levied on it to ensure that its financial management is adequate and effective and that it has a sound system of internal control:-

'The regulations require active participation by members in providing positive assurance to the electors of their stewardship of public money. The framework of accountability is risk-based i.e. level of control and management must be appropriate to the risk involved. The Council must determine the most appropriate method of internal control....care should be taken to ensure that internal control tests are proportionate and relevant and that they are neither seen as, nor intended as, undue interference in the RFO's day to day management of financial affairs.'

As part of its internal control, the [Town/ Parish Council] has appointed a non-signatory Councillor to conduct a review of the system of internal control via the following tests on a quarterly basis with a written report of any findings to be submitted to the Council and minuted as received.

CONTROL TEST	TEST DONE	COMMENTS – check documents and initial
	Yes or No	
Ensuring an up to date Register of Assets	YES	No CHANGE
Regular maintenance arrangement for physical assets	YES	No CHANGE
Annual review of risk and the adequacy of Insurance cover	YES	REVIEWED @ PC MEETING / RENEWAL
Annual review of financial risk	YES	REVIEWED @ PC MEETING
Awareness of Standing Orders and Financial regulations	No TEST	TO BE COMPLETED WHEN COVID-19 RESTRICTIONS LIFTED
Adoption of Financial and Standing Orders	No TEST	" "
Regular reporting on performance by contractors	No TEST	" "
Annual review of contracts (where appropriate)	YES	No CHANGE
Regular bank reconciliation, independently reviewed	YES	MONTHLY - S.DACK.
Regular scrutiny of financial records and proper arrangements for the approval of expenditure	YES	MONTHLY + PC MEETINGS

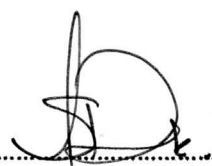
Recording in the minutes or appendices of the minutes the precise powers under which expenditure is being approved	YES	SEE PC MEETING MINUTES
Payments supported by invoices, authorised and minuted	YES	
Regular scrutiny of income records to ensure income is correctly received, recorded and banked	YES	THROUGH REGULAR STATEMENTS + ACCOUNTS REVIEW BY S.DICK
Scrutiny to ensure precept recorded in the cashbook agrees to District Council notification	YES	SEE PC MINUTES
Contracts of employment for staff ✓	YES	
Contract annually reviewed ✓		
Updating records to record changes in relevant legislation ✓		
PAYE/NIC properly operated by the Council as an employer ✓		
VAT correctly accounted for VAT payments identified, recorded and reclaimed in the cashbook	YES	
Regular financial reporting to Parish Council	YES	SEE PC MEETING MINUTES
Regular budget monitoring statements as reported to Parish Council	NO TEST	TO BE COMPLETED WHEN COVID-19 RESTRICTIONS LIFTED
Compliance with 2015 Regulations: Officer Decision Reports	NO TEST	" "
Compliance with Local Transparency Code Of 2015: Items of expenditure incurred over £500	YES	ALL ITEMS LISTED AND DISCUSSED AT PC MEETINGS
Minutes properly numbered and paginated with a master copy kept in for safekeeping	YES	
Procedures in place for recording and monitoring Members' Interests and Gifts of Hospitality	YES	
Adoption of Codes of Conduct for Members	YES	
Declaration of Acceptance of Office	YES	

9th April 2020

Date of review of system of Internal Controls.....

Review of system of Internal Controls carried out by:

Name..... STUART DACK

Signature..... 

Report submitted to Council

(date)..... 15th April 2020

(minute reference).....

Next review of system of Internal Controls due.....

Additional comments by reviewer:

DUE TO CURRENT GOVERNMENT RESTRICTIONS AS A RESULT OF THE COVID-19 PANDEMIC, NO PHYSICAL PC MEETINGS ARE TAKING PLACE. AN EX ORDINARY MEETING WAS HELD TO PASS CONTROL TO THE CLERK (MARCH 20). HOWEVER, WE ARE STILL ABLE TO UNDERTAKE REGULAR FINANCIAL REVIEWS OF SPENDING, INCOME ETC THROUGH BANK STATEMENTS AND THE ACCOUNTS.

S. DACK
