

CHARSFIELD PARISH COUNCIL

INTERNAL CONTROL

The Accounts & Audit (England) Regulations 2011 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 ie 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 Parish Council has appointed a non-signatory Councillor to conduct a review of the system of internal control via the following tests on an **annual** 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 & initial
	Yes or No	
Ensuring an up to date Register of Assets	Yes.	
Regular maintenance arrangement for physical assets	Yes.	Regular checks by councillors.
Annual review of risk and the adequacy of Insurance cover	Yes	Discussed annually. July see minutes
Annual review of financial risk	Yes.	" " Jan 2020
Awareness of Standing Orders and Financial regulations	Yes	" " " "
Adoption of Financial & Standing Orders	Yes	" " " "
Regular reporting on performance by Contractors	Yes	N/A
Annual review of contracts (where appropriate)	Yes.	N/A.
Regular bank reconciliation, independently Reviewed	Yes	Discussed at Council meetings
Regular scrutiny of financial records and proper arrangements for the approval of expenditure	Yes.	" See minutes "
Recording in the minutes or appendices of the minutes the precise powers under which expenditure is being approved	Yes	" " " "
Payments supported by invoices, authorised and minuted	Yes.	" " " "
Regular scrutiny of income records to ensure income is correctly received, recorded and banked	Yes	" " " "
Scrutiny to ensure precept recorded in the cashbook agrees to ESDC notification	Yes	" " " "