

GREAT ASHFIELD 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 and 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.’

CONTROL TEST	TEST DONE	COMMENTS
	Yes or No	
Ensuring an up to date Register of Assets	Yes	Annually 20.9.18
Regular maintenance arrangement for physical assets	Yes	Risk Assessment Annually 20.9.18
Annual review of risk and the adequacy of Insurance cover	Yes	Annually 20.9.18
Annual review of financial risk	Yes	Annually 31.5.18
Awareness of Standing Orders and Financial regulations	Yes	Copies given to all new Councillors
Adoption of Financial & Standing Orders	Yes	Reviewed annually 31.5.18
Regular bank reconciliation	Yes	Every scheduled meeting by RFO
Regular scrutiny of financial records and proper arrangements for the approval of expenditure	Yes	Agenda item and minuted Cheque stubs initialled
Payments supported by invoices, authorised and minuted	Yes	All invoices minuted
Scrutiny to ensure precept recorded in the cashbook agrees to MSDC notification	Yes	Minuted
PAYE/NIC properly operated by the Council as an employer	Yes	Ladywell Accountancy
VAT correctly accounted for VAT payments identified, recorded and reclaimed in the cashbook	Yes	Internal Audit
Regular financial reporting to Parish Council	Yes	Every scheduled meeting by RFO
Compliance with Local Transparency Code Of 2014	Yes	Website(minutes/agenda/Cllr Details/accounts/regulations/policies)
Minutes properly numbered and paginated with a master copy kept in for safekeeping	Yes	All minutes pages numbered Clerk keeps master copy
Procedures in place for recording members interests	Yes	Councillors complete Register of interests Agenda item every meeting & minuted
Adoption of Codes of Conduct for Members	Yes	Council adopted Suffolk revised Local Code Conduct 2.10.14

Declaration of Acceptance of Office	Yes	All Councillors completed & signed
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Date of review of system of Internal Controls: 29.11.18

Review of system of Internal Controls carried out by Great Ashfield Parish Council

Signed:

Minute Reference: 29.11.18 – Item 17

Next review of system of Internal Controls due: November 2019