

STAPLETON GROUP PARISH COUNCIL
POLICY STATEMENT OF INTERNAL CONTROL AND ANNUAL REVIEW OF
EFFECTIVENESS OF INTERNAL CONTROL

1. SCOPE OF RESPONSIBILITY

Stapleton Group Parish Council is responsible for ensuring that its business is conducted in accordance with the law and proper standards, that public money is safeguarded and properly accounted for; and used economically, efficiently and effectively.

Regulation 3 of the Accounts and Audit Regulations 2015 states that – ‘a relevant authority must ensure that it has sound system of internal control which -

- a) Facilitates the effective exercise of its functions and the achievement of its aims and objectives.
- b) ensures that the financial and operational management of the authority is effective; and
- c) includes effective arrangements for the management of risk’

2. THE PURPOSE OF THE SYSTEM OF INTERNAL CONTROL

The system of internal control is designed to manage risk and reduce it to a reasonable level rather than to eliminate all risk of failure, to achieve policies. Aims and objectives. Therefore, it can only provide reasonable and not absolute assurance of effectiveness. The system of internal control is on-going, and the process is designed to identify and prioritise the risks to the authority’s policies, aims and objectives and to evaluate and manage the risks accordingly.

3. RESPONSIBILITY FOR THE INTERNAL CONTROL ENVIRONMENT

a) THE COUNCIL:

The council as a corporate body is responsible under statute for certain decisions which cannot be delegated, setting of the precept and approval of the annual return & governance statement. It may delegate responsibility for dealing with the consideration and approval of all other financial matters to the Finance Working Group and officers, subject to the approval of delegation arrangements.

The council has made and will keep under review Financial Regulations and includes within its Standing Orders particular provisions relating to contract. The council’s System of Internal Control is ancillary to and underpins the Financial Regulations and Standing Orders.

The council must appoint a chairman who is responsible for the smooth running of meetings and ensures that all council decisions are lawful with the advice of the Parish Clerk. Neither the Chairman nor any individual councillor may make decisions on behalf of the council.

The council must appoint an independent Internal Auditor and

- Confirm the scope of the internal audit; approve the internal audit plan setting out proposals for the internal auditor; confirm that this properly takes account of the corporate risk (ie the controls and procedures within the council which minimise the risk of the council not being able to function or carry out what it sets out to do)
- Agree that the minimum tests proposed in the audit plan, together with the inspections carried out by the Internal Auditor and the chairman of the parish council, are adequate and effective for the council’s internal audit purposes

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The chairman shall sign each page of the minutes once approved at the council meetings.

Decisions are made in accordance with the Standing Orders (re-adopted annually) and Financial Regulations approved by the council.

The Finance working group is made up of at least 3 councillors including the chairman. The working group meets a minimum of twice a year to undertake all financial and other miscellaneous matters on behalf of the council in accordance with its terms of reference.

The council approves a budget for the following year by the end of January each year which also approves the level of precept for the following financial year.

The RFO shall provide the council, at each full council meeting, with a statement of receipts and payments to date. In addition, the RFO will provide details under each main head of budgets (comparing actual expenditure to the appropriate date against that planned and as shown in the budget at least each quarter.

b) OFFICERS:

The council has appointed a Parish Clerk who as Proper Officer acts as the council's advisor and administrator. The clerk is also the council's Responsible Financial Officer and is responsible for council's finances. The clerk is responsible for the day-to-day compliance with laws and regulations that the council is subject to and for managing risks. The Clerk also ensures that the council's procedures, control systems and policies are maintained. The clerk/RFO shall check and authorise payments prior to their presentation for signature in accordance with the approved financial procedures.

The clerk/RFO submits all the requested information to the internal and external auditor by the required date.

The clerk/RFO arranges for public notices to be displayed.

The clerk/RFO retains all relevant documents relating to finances in accordance with best practice and the council's Document Retention Policy (Annual Return, VAT Returns, PAYE/NIC Fixed Asset Register, risk assessment, accounts and supporting information).

c) INTERNAL AUDITOR:

The council will appoint a suitably qualified and experienced Independent Internal Auditor, who will report to the council in accordance with the scope of internal audit sufficient to provide adequate level of assurance for the council to complete assertions 2 and 6 in its Annual Governance Statement. The effectiveness of the internal audit shall be reviewed annually, and the council agrees the appointment of the Internal Auditor.

The scope of the work of the internal auditor is reviewed annually, the review and the appointment are minuted.

The reports of the Internal Auditor are considered at the following full council meeting.

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d) **EXTERNAL AUDIT:**

The council's External Auditors are appointed in accordance with the current statutory accounting and audit framework.

The council shall display public notices of the exercise of electors' right and conclusion of audit as required by regulation.

4. FINANCIAL AND ACCOUNTING PROCEDURES:

a) **FINANCIAL REGULATIONS:**

The financial regulations will be reviewed for continued relevance and amended where necessary via approval by the parish council annually in May.

b) **CHEQUE/PAYMENT SIGNATORIES:**

Two councillors sign all cheques, the signatories also initial the cheque stubs. The signatories ensure that the cheque agrees with the amount of the invoice and the payee named on the invoice.

Internet banking payments are raised by the clerk and authorised by two councillors (invoices are provided for reference). A printout from the bank is attached to the invoices stating persons who authorised the payments. Payments are listed and presented to all councillors before the next full council meeting.

c) **VAT REPAYMENT CLAIMS:**

The Clerk/RFO ensures that proper VAT invoices are received where VAT is payable and maintains a VAT account to show that the correct amount of VAT is reclaimed at least once a year.

d) **CASH AND CHEQUE HANDLING/SECURITY:**

The Clerk will receive all income. All cash and cheques shall be kept safely in a locked place and shall be periodically banked (at least once every two weeks).

All income shall be reported to the full council meeting. The RFO will ensure the amount of the precept is correct and that all instalments are received.

e) **SALARIES AND OTHER STAFF PAYMENTS:**

Salaries and other staff payments shall be made on-line by no later than the 5th of each month. Payments shall be paid on the information agreed annually after notification from NALC on the agreed pay scales.

Mileage and any other expenses shall be reimbursed in accordance with rates approved by the council.

Upon the production of appropriate receipts, out of pocket expenses for small day to day items appropriate to the duties of the staff member shall be reimbursed.

f) **BUDGETARY CONTROL:**

The Clerk/(RFO) will ensure that all accounts certified for payment are endorsed within the correct budgetary centre.

The Clerk/(RFO) shall every month reconcile statements of the Parish council's accounts taken from the information contained in the cash book with copies of the relevant bank statements.

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The full council shall receive a Payment/receipts report and balance of bank account balances at each meeting. Every 3 months the full council shall receive a statement showing the actual/budget figures for discussion.

The Finance Committee will meet in October each year, for the purpose of budgetary control review and the preparation of a draft budget and precept requirement for the following full council meeting (no later than December each year). The Parish Council will review (amend if necessary) and agree the draft budget and consequent precept for the next financial year.

g) **Procurement:**

Financial Regulations provide a framework and set procedures dealing with contracts of certain values. Working beneath that framework, provision needs to be made for the day-to-day operational work of the Parish council to be administered, and to that end the clerk is authorised to issue orders for office and other supplies to support the Parish council's administration and day to day operation within agreed budgets.

The Clerk may incur expenditure on behalf of the council which is necessary for the purpose of any repair, replacement or other work of an **urgent** nature, whether or not budgetary provision exists for such expenditure, up to a limit of £500. The Clerk shall report the action to council at the next available meeting.

5. **ASSET MANAGEMENT:**

The council's Asset Register is to be reviewed on an annual basis by the Finance Committee or full council. No property shall be sold, leased or otherwise disposed of without the authority of the council.

The adequacy of insurance of the parish council's assets is considered Annually in advance of the insurance renewal.

6. **RISK MANAGEMENT:**

The council's base Risk Assessment of its land, property, and activities, are To be reviewed on an annual basis by the Finance Committee and any Recommendations made to full council.

7. **REVIEW OF EFFECTIVENESS:**

The council is responsible for conduction, at least annually, a review of the Effectiveness of the system of internal control. This role will be initiated by Full council and incorporated within the annual work programme of the Council's Internal Auditor. The findings of the annual review shall be reported to and considered by the council.

Adopted By Stapleton Group Parish Council 17 March 2025

Next Review Date: March 2026