

Model Internal Control Statement and Report to Council. This document should be tailored to meet the needs of your Council particularly where [] are shown.

NEDGING WITH NAUGHTON PARISH COUNCIL

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 Parish Council will 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	Date documents checked/Reviewed/Recorded on Minutes / Yes/No	Comments
Ensuring an up-to-date Register of Assets	21/09/21	Reviewed – No Changes
Annual review of risk and the adequacy of Insurance cover	21/09/21	Reviewed
Annual review of financial risk	13/06/21	
Awareness of Standing Orders and Financial regulations	13/06/21	
Adoption of Financial Regs and Standing Orders	13/06/21	
Regular bank reconciliation, independently reviewed	13/07/21 (April-June) 09/11/21 (July-Oct) 11/01/22 (Nov & Dec) 08/03/22 (Jan & Feb)	
Regular scrutiny of financial records and proper arrangements for the approval of expenditure	Yes	Financial records reported at each meeting. All invoices sent to Cllrs for approval of payments and entered onto payments authorisation sheet which is then signed at the next meeting

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Recording in the minutes or appendices of the minutes the precise powers under which expenditure is being approved	Yes	Recorded on all Minutes of Meetings under Financial Report
Payments supported by invoices, authorised and minuted	Yes	Invoices sent to Cllrs on receipt, authorised for payment via emails, authorisation sheet signed off at meetings
Regular scrutiny of income records to ensure income is correctly received, recorded and banked	Yes	All Income remittances email to Cllrs as received and checked on reconciliations/bank statements and Finance Report at meetings
Scrutiny to ensure precept recorded in the cashbook agrees to District Council notification	Yes	Notifications/remittances sent to Cllrs and checked on reconciliations/bank statements
Contracts of employment for staff Contract annually reviewed Updating records to record changes in relevant legislation PAYE/NIC properly operated by the Council as an employer	Yes 11/01/22 Yes Yes	 By SALC
VAT correctly accounted for VAT payments identified, recorded and reclaimed in the cashbook	Yes 08/03/22	See notes on Action Plan re over-claim on vat for year 20/21
Regular financial reporting to Parish Council	Yes	Reported at each meeting throughout the year
Regular budget monitoring statements as reported to Parish Council	21/09/21 11/01/22 08/03/22	Updates sent to Cllrs and recorded at meetings
Compliance with Local Transparency Code Of 2014: Items of expenditure incurred over £500	Yes	On Website- no changes
Verifying that the Council is compliant with the General Data Protection Regulation requirements Are the following in place: <ul style="list-style-type: none"> Audit / Impact Assessment Privacy Notices 	Yes	

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<ul style="list-style-type: none"> • Procedures for dealing with Subject Access Requests • Procedure for dealing with Data breaches • Data Retention & Disposal Policies 	09/11/21	Reviewed – no changes required
Minutes properly numbered and paginated with a master copy kept in for safe-keeping	Yes – checked at each meeting when signing by Chair-man	Numbered electronically in the footer and in ink at the top of each page – available on website
Procedures in place for recording and monitoring Members' Interests and Gifts of Hospitality	Yes	Book available at each meeting for declarations
Adoption of Codes of Conduct for Members	13/07/21	
Declaration of Acceptance of Office	24/05/21	

Review of system of Internal Controls (Date):

01/03/22

Review of Internal Controls carried out by:

Name.....Chris Harding.....

Signature..........

Name.....Sue Witham.....

Signature..........

Report submitted to Council (date): 08/03/22

Minute ReferenceItem 11.....

Next review of system of Internal Controls due (date)

Feb/March 2023

Additional comments by reviewer: