



- This document sets out Tedburn St Mary Parish Council's approved and agreed practices. Any deviation must be made by resolution of the full Council and recorded below.
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## **INTERNAL CONTROL POLICY**

### **1. SCOPE OF RESPONSIBILITY**

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

In discharging this overall responsibility, the Council is also responsible for ensuring that there is a sound system of internal control which facilitates the effective exercise of the Council's functions and which includes arrangements for the management of risk.

### **2. THE PURPOSE OF THE SYSTEM OF INTERNAL CONTROL**

The system of internal control is designed to ensure that the council's activities are carried out properly and as intended. Internal controls are set up by the Clerk who is the Responsible Financial Officer but the Council members must ensure that they have an understanding of those controls and that they are operated effectively.

### **3. PERSONNEL INVOLVED WITH THE INTERNAL CONTROL ENVIRONMENT**

#### **3.1 The Council:**

The Council has appointed a Chairman who is responsible for the smooth running of meetings and for ensuring that all Council decisions are lawful. The Chairman signs the first page of the approved minutes at the following Council meeting.

Decisions are made in accordance with the Standing Orders and the Financial Regulations approved by the Council.

At the November Parish Council meeting the Clerk presents a review the financial position and proposes a budget and the precept for the following financial year. The Personnel working group meets when required to consider the Clerk's salary and to review the Clerk's job description and the Chair carries out an annual appraisal.



The Council approves a budget for the following year at the November meeting which also considers the level of precept for the following financial year, which is then approved no later than January.

The Council receives a budget report three times a year in addition to the end of year Financial Statement and at each Council meeting receives a financial statement and a bank reconciliation.

Two councillors (out of three named signatories) sign all cheques in the body of the Council meeting. The chairman ensures that the cheque agrees with the amount of the invoice and the payee named on the invoice. The invoices are also initialled at the meeting and all payments appear on the agenda and the minutes.

Cheque/Internet banking - accounts to be paid are placed onto the internet bank site by the RFO.

The Clerk / RFO does not authorise payments.

The Council resolves to agree the receipts and payments made, at each Council meeting.

### **3.2 Clerk to the Council / Responsible Financial Officer:**

The Council has appointed a Clerk to the Council who acts as the Council's advisor and administrator. The Clerk is the Council's Responsible Financial Officer and is responsible for administering the 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 duties of the Clerk / RFO are laid down in a Job Description which is reviewed from time to time.
- The RFO submits all the requested information to the Internal and External Auditor by the required date.
- The RFO arranges for the public notices to be displayed.

The RFO retains all relevant documents relating to finances for 10 years (Annual Return, VAT Returns, PAYE/NIC information, Public notices, Fixed Asset register, Risk assessments, accounts and supporting information)

### **3.3 Internal Auditor**

The Council has appointed an Independent Internal Auditor who reports to the Council on the adequacy of its:

- records
- procedures
- systems
- internal control
- regulations
- risk management
- reviews



The effectiveness of the internal audit is reviewed annually, and the council agrees to the appointment of the Internal Auditor.

The scope of the work of the Internal Auditor is reviewed annually and the review and the appointment is minuted.

The Internal Auditor inspects the accounts at the year end 31st March, (prior to completion of the external audit), and completes and signs the required Audit form.

The findings of the Internal Auditor are copied to all members of the Council and considered at the next Council meeting.

### **3.4 External Audit:**

The Council's External Auditors, submit an External Auditor's Report, which is considered at the next Council meeting.

## **4. REVIEW OF EFFECTIVENESS**

The Council conducts an annual review of the effectiveness of the system of internal control.