Kingskerswell Parish Council

Internal Control Policy

Date: 4th March 2022
Agreed at Full Council Meeting – 30th March 2022
Reviewed and updated May 2025

SCOPE OF RESPONSIBILITY

Kingskerswell 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.

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.

PERSONNEL INVOLVED WITH THE INTERNAL CONTROL ENVIRONMENT

The Council:

The Council has appointed a Chair, who is responsible for the smooth running of meetings and for ensuring that all Council decisions are lawful. The Chairman signs the minutes at the Council meetings.

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

The Council approves a budget for the following year at the December meeting which also considers and approves the level of precept for the following financial year.

The Council receives a budget report each quarter and at each Council meeting receives a financial statement and a bank reconciliation.

Should cheques be used, then two councillors (named signatories) and the Clerk sign all cheques in the body of the Council meeting. The signatories and the Clerk also initial the cheque stubs. The chairman ensures that the cheque agrees with the amount of the invoice and the payee named on the invoice. The invoices and cheque stubs are initialled at the meeting.

Internet banking – the Council adheres to its Financial Regulations with regard to internet banking and resolves agreement of the receipts and payments account at each Council meeting.

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 also 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 polices 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 6 years (Annual Return, VAT Returns, PAYE/NIC information, public notices, Fixed Asset register, Risk assessments, accounts and supporting information)

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.

External Audit:

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

Policy Status and Review

This policy was adopted by the KKPC at a meeting of the full council on 30th March 2022. It will be reviewed periodically by KKPC. Date of last review May 2025.