

Coltishall Parish Council

Internal Control Policy and Procedure

Document Control

Adopted by the Council On: 9th March 2021

Signed: _____(Chairman) _____(Parish Clerk)

Next Review date: March 2024

Internal Control

Internal control means the systems are in place to maintain good financial governance.

The Responsible Financial Officer (RFO) has a legal responsibility to ensure that proper internal controls are set up and maintained. These controls ensure that all income due is received; all expenses are properly authorised; books are maintained including regular bank reconciliations; income and expenditure are in accordance with budgets; policies are in place; risks are assessed.

The full requirements are set out within the Accounts and Audit Regulations 2015 and explained within Governance and Accountability for Local Councils, the Practitioners Guide March 2020

Coltishall Parish Council has a number of systems in place to support and manage internal control.

- Internal control checks: a quarterly review of financial accounts by an appointed councillor, which is documented and reported to full council.
- Independent internal auditor: an appointed sector professional who carries out an annual audit and presents a written report to counsel, ahead of Annual Return Completion.
- Quarterly reporting of finances: income and expenditure, actual against budget and quarterly current account balance, supplied as an extract from accounting records

1 Internal Control Officer

The internal control officer should carry out internal control checks on a quarterly basis. The ICO is appointed from the membership of council at the Annual Meeting of the Parish Council

Internal Control Checks

Checks cover all financial activities of the Council over the whole of the financial year on a sample basis. Regular activities will be included at each quarterly check with other activities being included at least once every year.

Checks are reported to the next Council meeting in a standard format.

Control Check Calendar

Check 1 (first quarter of the financial year) i.e. April-June.

Check 2 (second quarter of the financial year) i.e. July-September

Check 3 (third quarter of the financial year) i.e. October-December

Check 4 (fourth quarter of the financial year) i.e. January-March

Regular Activity Checks

All checks will be in accordance with the attached monitoring sheet.

Payments should be checked as follows:

At least 3 payments per month should be checked as follows:

- If it is a direct payment or cheque, is it on the Direct Payment authorisation sheet?
- If it is for a direct debit or standing order, has this been previously agreed
- Is there an invoice, receipt or claim form to accompany the payment
- Has the payment been made correctly – name, amount
- Is the payment correctly recorded in the cash book

Ensure all payments have been reported to Council

Receipts should be checked as follows:

Ensure all receipts have been reported to Council

Policies and Procedures:

Notify the Council of any policies/procedures which need reviewing in the next Quarter.

2 Independent Internal Auditor

Is commissioned by the Parish Council and needs to be independent experienced and competent.

Their written report is presented and considered by Council as part of their complete review of internal controls. This happens in May/June once the end of year accounts have been closed and before the AGAR statutory document has been completed.

This annual audit informs the AGAR.

3 Financial reporting

The RFO presents a regular report of all income, expenditure and variances against budget to the full Council.

**COLTISHALL PARISH COUNCIL
QUARTERLY INTERNAL CONTROL REPORT**

YEAR	DATE:	DATE:	DATE:	DATE:
Cash book correct and mathematically accurate				
Accounts reconciled to bank statements				
All income due received (inc VAT from previous quarter if applicable)				
Can VAT be reclaimed over £100 unclaimed				
Invoices presented and agree with accounting records				
Statement produced to Council at meeting:				
Statutory policies and risk assessment in place and up to date				
Other comments:				
Signature				

Document	Legal Basis	Approved	Review
Standing Orders	Local Government Act 1972	07/20	07/21
Financial Regulations	Accounts and Audit Regulations 2015 (A&A Regs 2015)	11/20	11/22
Freedom of Information Publication Scheme	Freedom of Information Act 2000 (FOI 2000)	09/20	09/21
Notice to Public regarding council meetings	Openness of Local Government Regulations 2014	As and when law requires	As and when law requires
Code of Conduct and Requests for Dispensation Policy	Localism Act 2011	11/19	11/23
Complaints Policy	FOI 2000	12/20	12/23
Lone Worker Policy	Management of Health and Safety at Work Regulations 1992 (amended 1999)	N/A	N/A
Equal Opportunities Policy	Equality Act 2010	09/19	09/22
Training Policy	Best Practice	11/19	11/23
Grant Awarding Policy	A&A Regs 2015	09/19	09/22
Risk Assessment	A&A Regs 2015	07/20	07/21
Privacy Policy	Data Protection Act 1998, Human Rights Act 1998	06/18	05/21
Asset Register	A&A Regs 2015	04/20	04/21
Budget	A&A Regs 2015	12/20	12/21
List of members and contact details	FOI Act 2000	05/17	As required
Name of officer and contact details	FOI Act 2000	05/17	As required
Disciplinary Procedure	ACAS Code of Practice 2015, Equality Act 2010	06/18	06/21
Grievance Policy	ACAS Code of Practice 2015, Equality Act 2010	06/18	06/21
Data Protection Policy (GDPR) under development	Data Protection Act 1998	TBA	Annually or as law requires
Co-Option Policy and Application Form	Local Government Act 1972	TBA	3 yearly or as law requires
Financial Risk Management	A&A Regs 2015	TBA	Annually before 31 st March
Record Retention and Destruction Policy	Data Protection Act 1998, Local Audit and Accountability Act 2014, The Freedom of Information Act 2000	TBA	3 yearly or as law requires