

# **BRAFIELD ON THE GREEN PARISH COUNCIL**

## **EFFECTIVENESS OF SYSTEM OF INTERNAL CONTROL AND INTERNAL AUDIT**

### **RESPONSIBILITY**

Brafield on the Green Parish Council is responsible for ensuring that its business is conducted in accordance with the law and proper standard. It must ensure that public money is properly accounted for, safe guarded and used effectively, efficiently, and economically. The Council is also responsible for ensuring that there is a system of internal control which enables the effective exercise of the Council's functions and manages risk including a review of the effectiveness of internal audit.

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

The system of internal control is designed to manage risk to a reasonable level rather than to eliminate all risk of failure to achieve policies, aims and objectives. Thus it can only provide a reasonable and not absolute assurance of effectiveness. The system of internal control is based on an ongoing process which is designed to identify and prioritise the risks to the achievement of the Council's policies, aims and objectives. It aims to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively and economically.

#### **Internal Control System**

At the Annual Meeting of the Council in May, the Parish Council appoints a Chairman, responsible for running of meetings and ensuring all council decisions are lawful.

The Council carries out regular reviews of its internal control procedures.

Quarterly, the Internal Control Councillor checks the accounts, auditing of invoice payments, the cash book entries and bank statements.

The Financial Regulations are observed if tenders are sought.

**Risk Assessment Policy** – this document is reviewed at the Annual Meeting of the Council.

#### **The Clerk and RFO**

The PC has appointed a clerk to act as advisor and administrator who is also the Responsible Financial Officer.

The Clerk holds the CiLCA certificate.

The Clerk is responsible for compliance with Local Government legislation, Council control systems and policies, and managing risk.

The Clerk will prepare the year end accounts ready for the Annual Meeting of the Council in May.

### Payments

All invoices/bills are presented to the Council for approval. Cheques (and stubs) are signed by 2 signatories. On Line payments are authorised by 2 signatories.

### Internal Audit

Internal Audit is carried out through NCALC and it complies with the Annual Return timeframe. The Internal Auditor has access to all records of the Parish Council and makes a report, which is reviewed by the Council. The Council will follow up on actions required by the report.

Signed (Chair):

Date: 15/3/23

Date for next review:

*M Candee* *W Hartley* Clerk  
March 2024