

## ELMSWELL PARISH COUNCIL

### INTERNAL CONTROL REPORT 2023

The Accounts & Audit (England) Regulations 2015, and as since variously amended, aims to strengthen governance and accountability through requirements related to internal control and internal audit.

The Parish Council 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, Elmswell Parish Council has appointed (Ref. 23.07.14) Cllrs Pallett & Schofield, as non-signatory Members, to conduct a mid-term review of the system of internal control guided by the following tests with a written report of their findings to be submitted to the Council and minuted as received. The Councillors have full and unfettered access to all of the Council files and documents both in hard copy and on line. They are not restricted by the pro forma guidance which was approved by Council ref 23.09.12

CONTROL TEST	FINDINGS – check text and/or documents	ACTION recommended
Regular maintenance arrangement for physical assets		
Review of the adequacy of insurance cover		
Annual review of financial risk		

Standing Orders and Financial regulations adequate		
Annual review of contracts with external agencies where appropriate		
Regular bank reconciliation, independently reviewed		
Regular scrutiny of financial records and proper arrangements for the approval of expenditure		
Payments supported by invoices, authorised and minuted		
Regular scrutiny of income records to ensure income is correctly received, recorded and banked		
Contracts of employment for staff		
PAYE/NIC properly operated by the Council as an employer		
VAT correctly accounted for VAT payments identified, recorded and reclaimed in the cashbook		
Regular financial reporting to Members		
Compliance with Local Transparency		

Code Of 2014: Items of expenditure incurred over £500 recorded		
Verifying that the Council is compliant with the General Data Protection Regulation & Freedom of Information Act compliance.		
Minutes properly numbered and paginated with a master copy kept in for safekeeping		
Procedures in place for recording and monitoring Members' Interests		
Adoption of Codes of Conduct for Members		
Declarations of Acceptance of Office recorded for all Members & Chairman		

This Review of system of Internal Controls was carried out by Cllrs Fred Pallett & Mike Schofield on

Signature

Signature

**Report submitted to Council on [16<sup>th</sup> October 2023] Minute ref [23.10.xx]**

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