FELTWELL PARISH COUNCIL

INTERNAL CONTROL POLICY & PROCEDURE

Internal Control means the systems in place to maintain good financial governance. The Responsible Financial Officer (RFO) has 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. The full requirements are set out within the Accounts and Audit Regulations 2015 and explained within Governance and Accountability for Local Councils, the Practitioner's Guide March 2021.

Feltwell Parish Council has a number of systems in place to support and manage internal control:-

1. Internal control checks: a review of financial accounts by an appointed Councillor, which is reported to full council. The internal control officer should carry out internal control checks in line with the below. The named officer should not be a main signatory to the accounts of the council. The named officer is appointed from the membership of council at the Annual Meeting of the Parish Council (in May).

Internal Control Checks

Checks cover all financial activities of the Council during the financial year, on a sample basis, as below. Checks are reported to the next available Council meeting.

Control Check Calendar

Check 1 July
Check 2 November
Check 3 March

All checks will inspect at least three payments and receipts during the quarter. Payments should be checked as follows: Account total correct and accompanied by supporting order/letter. The payment has been advised to Council and authorised. Receipts should be checked as follows: Is the amount correct? Has the amount has been banked promptly? Was the amount advised to Council and agreed?

2. Independent internal auditor: appointed sector professional who carries out an annual audit and presents a written report to council, ahead of Annual Return completion. A commissioned service by the Parish Council, this is usually an experienced and qualified individual or a Clerk from another Council who has proven references and experience in the area of internal audit. The Internal Auditor will inspect the records of the accounting year after 31st March. Their written report is presented and considered by Council as part of their complete review of internal controls. This happens in May, once the year end accounts have been closed and before the Annual Return (statutory document) has been completed. This internal audit informs the Annual Return.

3 **Financial reporting**

The RFO presents a monthly report of all income and expenditure plus monthly current account balance to full council at each meeting.