

Bawdsey Parish Council

INTERNAL CONTROL STATEMENT FOR YEAR ENDING 31 MARCH 2023

1. SCOPE OF RESPONSIBILITY

Bawdsey 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.

The council is 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.

2. THE 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; it can, therefore, only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an on-going process designed to identify and prioritise the risks to the achievement of the Council's policies, aims and objectives, to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively and economically.

3. THE INTERNAL CONTROL ENVIRONMENT

The Council:

The council reviews its obligations and objectives and approves budgets for the following year at its January meeting. The January meeting of the council approves the level of precept for the following financial year.

The Council has appointed a Finance Committee. The Committee meet up to four times during the financial year. Members of the Committee monitor progress against objectives, financial systems and procedures, budgetary control and carry out regular reviews of financial matters. The minutes of the meetings of the Committee are circulated to all members of the Council. A Councillor is appointed to have responsibility for bank reconciliation checks.

The full council meets six times each year and monitors progress against its aims and objectives at each meeting by receiving relevant reports from the finance committee and the parish clerk

The council carries out regular reviews of its internal controls, systems and procedures. See Report.

Clerk to the Council/Responsible Finance Officer:

The Clerk is the Council's Responsible Financial Officer and is responsible for administering the Council's finances. The Clerk is responsible for advising on the day to day compliance with laws and regulations that the Council is subject to and for managing risks. The Clerk also provides advice to help the Council ensure that its procedures, control systems and policies are adhered to.

Payments:

All payments are reported to full council for approval, along with invoices. All invoices will be checked against payments and signed by two councillors as authorisation of payment. Wherever possible, payments will be made using online banking. The clerk being the responsible financial officer will be appointed administrator of the bank account and will have a 'create and submit' only level of access. Councillors authorised to make payments, will have a 'view and authorise' level of access with two councillors needed to authorise payments. All other payments and where a cheque needs to be issued, will require two authorised signatories, the cheque counterfoil will need to be initialled. Authorised signatories must be members of the council.

Income:

All income is received and banked in the council's name in a timely manner and reported to the council.

Risk Assessments/Risk Management:

The council reviews its risk assessment annually, and regularly reviews its systems and controls.

Internal Audit:

The council appoints an independent and competent internal auditor who reports to the council on an annual basis on the adequacy of its:

- Records
- Procedures
- Systems
- Internal control
- Regulations
- Risk management

External Audit:

The council's external auditors, submit an annual certificate of audit which is presented to the Council.

4. REVIEW OF EFFECTIVENESS

The council has responsibility for conducting an annual review of the effectiveness of the system of internal control, which should include a review of the effectiveness of internal audit. The results of that review must be considered by the Council, which should also approve the Statement of Internal Control.

Andy Rouse
Chair

Tina Hughes
Tina Hughes Parish Clerk/Responsible Financial Officer

Approved and adopted by Bawdsey Parish Council

Meeting date: 23-3-23

INTERNAL CONTROL REPORT

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

Whilst the Parish Council has reviewed the effectiveness of the internal audit (independence, competence, proportionate and scope), it 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, the Bawdsey Parish Council has appointed a non-signatory Councillor to conduct a review of the system of internal control via the following tests on a yearly basis with a written report of any findings to be submitted to the Council and minuted as received.

CONTROL TEST	TEST DONE	COMMENTS – check documents and initial
	Yes or No	
Ensuring an up to date Register of Assets	YES	
Regular maintenance arrangement for physical assets	YES	
Annual review of risk and the adequacy of Insurance cover	YES	
Annual review of financial risk	YES	Also Discussed at Finance Meeting.
Awareness of Standing Orders and Financial regulations	YES	
Adoption of Financial and Standing Orders	YES	
Regular bank reconciliation, independently reviewed	YES	
Regular scrutiny of financial records and proper arrangements for the approval of expenditure	YES.	4 EYES PRINCIPLE.
Recording in the minutes or appendices of the minutes the precise powers under which expenditure is being approved	YES.	

Payments supported by invoices, authorised and minuted	YES	DOCUMENTED IN MINUTES.
Regular scrutiny of income records to ensure income is correctly received, recorded and banked	YES	
Scrutiny to ensure precept recorded in the cashbook agrees to District Council notification	YES	
Contracts of employment for staff	YES	TINA CONTRACT ? RST
Updating records to record changes in relevant legislation	YES	
PAYE/NIC properly operated by the Council as an employer	YES	SALC REMOVED
VAT correctly accounted for VAT payments identified, recorded and reclaimed in the cash-book	YES	APPROVED & CHECKED BY ACCOUNTANT.
Regular financial reporting to Parish Council	YES.	FINANCE COMMITTEE MINUTES
Regular budget monitoring statements as reported to Parish Council	YES.	
Compliance with DCLG Guide <i>Open & Accountable Local Government</i> 2014, Part 4:		
Officer Decision Reports	YES	
Compliance with Local Transparency Code Of 2014:		
Items of expenditure incurred over £500	YES	
Verifying that the Council is compliant with the General Data Protection Regulation requirements		
Are the following in place:	YES	
<ul style="list-style-type: none"> Audit / Impact Assessment Privacy Notices 		

<ul style="list-style-type: none"> Procedures for dealing with Subject Access Requests Procedure for dealing with Data breaches Data Retention & Disposal Policies 		
Minutes properly numbered and paginated with a master copy kept for safe-keeping	YES	COPES AVAILABLE ON REQUEST
Procedures in place for recording and monitoring Members' Interests and Gifts of Hospitality	YES	MINUTES AT EACH MEETING
Adoption of Codes of Conduct for Members	YES	
Declaration of Acceptance of Office	YES	

Date of review of system of Internal Controls..... 31st MARCH 2023

Review of system of Internal Controls carried out by:

Name..... R. THURKEKE Signature..... RJ [Signature]

Report submitted to Council (date)..... 31st MARCH 2023

(minute reference)

Next review of system of Internal Controls due..... MARCH 2024

Additional comments by reviewer:

N/A