

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 [Town/ Parish Council] has appointed a non-signatory Councillor to conduct a review of the system of internal control via the following tests on a quarterly 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 [Signature]	PC website https://hasketon.suffolk.cloud/parish-council-information/ LAST UPDATED MAY 2019 + JAN 21
Regular maintenance arrangement for physical assets	YES [Signature]	Playarea Inspections reports weekly+ annual external Safety Report
Annual review of risk and the adequacy of Insurance cover	YES [Signature]	Reviewed annually and approved at PC mtg
Annual review of financial risk	YES [Signature]	Annual budget presented and approved at PC mtg (January)
Awareness of Standing Orders and Financial regulations	YES [Signature]	Available on HPC website as above UPDATED MAY 2019 + JAN 21
Adoption of Financial and Standing Orders	TBC	At Annual Meeting <u>May 2021</u>
Regular reporting on performance by contractors	YES [Signature]	Grass Cutting/Hedge Maintenance: Tree Maintenance. Reviewed Annually
Annual review of contracts (where appropriate)	YES [Signature]	as above ALL DISCUSSED AND MINUTED [Signature]

Regular bank reconciliation, independently reviewed	YES SD	Bi monthly accounts prepared by RFO, checked by Member and presented to PC mtg
Regular scrutiny of financial records and proper arrangements for the approval of expenditure	YES SD	Monitored at Bi monthly PC mtg and all payments approved by PC mtg
Recording in the minutes or appendices of the minutes the precise powers under which expenditure is being approved	YES SD	All approved at PC mtg and s137 expenditure indicated on a/c summary
Payments supported by invoices, authorised and minuted	YES SD	Presented and approved at bi monthly mtgs and recorded in minutes of PC mtgs
Regular scrutiny of income records to ensure income is correctly received, recorded and banked	YES SD	Independently monitored and checked bimonthly by Member nominated and appointed annually.
Scrutiny to ensure precept recorded in the cashbook agrees to District Council notification	YES SD	Details attached INITIALED
Contracts of employment for staff	YES	Copy attached
Contract annually reviewed	YES	Recorded and approved in minutes
Updating records to record changes in relevant legislation	YES	Reviewed annually by Chairman
PAYE/NIC properly operated by the Council as an employer	YES SD	Payroll service provided by SALC
VAT correctly accounted for VAT payments identified, recorded and reclaimed in the cashbook	YES SD	Details attached INITIALED
Regular financial reporting to Parish Council	YES SD	Summary a/c's presented to bimonthly PC mtgs
Regular budget monitoring statements as reported to Parish Council	YES SD	See bimonthly a/c's as above
Compliance with 2015 Regulations: Officer Decision Reports		
Compliance with Local Transparency Code Of 2015: Items of expenditure incurred over £500	YES SD	Annual Internal Audit by SALC. Refer Internal Auditor Comments 2019/20 See 2019/20 AGAR documents posted on HPC website ✓

SALC. Reviewed December 2017.

Minutes properly numbered and paginated with a master copy kept in for safekeeping	YES SD	See HPC website
Procedures in place for recording and monitoring Members' Interests and Gifts of Hospitality	YES SD	Register of Interests completed by all Members. Gifts reported and recorded by Clerk.
Adoption of Codes of Conduct for Members	YES SD	Reviewed and adopted at Annual PC mtg
Declaration of Acceptance of Office	YES SD	Completed by all Members- copies attached

Date of review of system of Internal Controls..... 9th March 2021

Review of system of Internal Controls carried out by:

Name..... STUART DACK Signature..... *SD*

Report submitted to Council (date)..... 11th March 2021

(minute reference)

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

Additional comments by reviewer: