

WALBERSWICK PARISH COUNCIL

Internal Control and Policy Checklist – proposed for adoption at January 2018 meeting

The Accounts & Audit (England) Regulations 2015 aims to strengthen governance and accountability. This is done through internal control and internal audit. This is documented as “a relevant authority must insure that it has a sound system of internal control which: -

- a) Facilitates the effective exercise of it’s functions and achievement of it’s aims and objectives;
- b) ensures that the financial and operational management of the authority is effective;
- c) includes effective arrangements for the management of risk.

A relevant authority must undertake an effective internal audit to evaluate the effectiveness of it’s risk management, control and governance processes....”

Walberswick Parish Council has determined that there should be an annual review of the internal controls and that this is carried out by a non-signatory Councillor in accordance with recommendations. This will create a written document which is submitted to council for approval and minuted as such. This is in addition to the internal and external audit requirements.

Control Test	Comments/Documents checked and initials
Up to date Register of Assets	
Review of Risk and adequacy of insurance cover	
Adoption of Financial & Standing Orders	
Review and adoption of risk analysis	
Annual review of budget for next financial year	
Regular bank reconciliation	
Payment supported by invoices and approval, authorised and minuted.	
Receipts supported, reviewed and minuted	
Ensure Precept received is as requested	
Contract of Employment for Staff	
VAT correctly accounted for and reclaimed	
S137 accounted for	

Regular financial and budget reviews with Council Minutes properly numbered and filed.	
Adoption of Code of Conduct and Declaration of office	
Documents filed	

Date of Review of Internal System _____

Carried out by _____

Signature _____

Clerk/RFO _____

Signature _____

Presented to Council **Date** _____

Minute _____

Additional comments from Reviewer:

