

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	updated 10/09/18 and Minuted Ref: 230/18
Review of Risk and adequacy of insurance cover	Renewed 1/10/18, 5 yyr Policy dated 5/9/17, Minute Ref 106/17
Adoption of Financial & Standing Orders	Updated 14/1/19 and replaced copy dated July 2018. Minute Ref. 298/19
Review and adoption of risk analysis	Updated Jan 2019. Minute Ref. 14/1/19
Annual review of budget for next financial year	Completed 14/1/19. Ref Minute 297/19
Regular bank reconciliation	Presented to Council at each meeting and given to a Cllr. to check against Bank statements
Payment supported by invoices and approval, authorised and minuted.	Presented to Council at each meeting on the ATP accompanied by invoices
Receipts supported, reviewed and minuted	Reported at each meeting and checked on Bank Reconciliation's
Ensure Precept received is as requested	Checked by Council April and September on Bank Statements
Contract of Employment for Staff	In place
VAT correctly accounted for and reclaimed	Last reclaimed 28/08/18, Next redrain due end Feb. 2019
S137 accounted for	N/A this year
Regular financial and budget reviews with Council	Presented to Council at each meeting on Performance Against Budget Sheet, noted & Minuted.

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