

WALBERSWICK PARISH COUNCIL

Internal Control, and Policy Checklist

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	Seen and Signed
Review of Risk and adequacy of insurance cover	As Minuted 05/09/17
Adoption of Financial & Standing Orders	To be Reviewed by a Working Party
Review and adoption of risk analysis	One for Review on 12/03/18
Annual review of budget for next financial year	Budget [£ Precept] set at 12/02/18
Regular bank reconciliation	Reviewed each Meeting
Payment supported by invoices and approval, authorised and minuted.	Seen by Cllrs and Approved each Meeting
Receipts supported, reviewed and minuted	Presented to each Council Meeting for Approval
Ensure Precept received as requested	Seen on Bank Reconciliation twice per annum
Contract of Employment for Staff	Seen and to be amended fellow meeting at 03/01/18 Ref: Minutes
VAT correctly accounted for and reclaimed	To be reclaimed 18/03/18
S137 accounted for	N/A

Reviewed at each Council Meeting. Major Reviews quarterly.

No: 14518
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