

Belton with Browston Parish Council - 1st July 2025

Annual Review of the Effectiveness of Internal Control

The Accounts and Audit Regulations 2003:

“(1) The relevant body shall be responsible for ensuring that the financial management of the body is adequate and effective and that the body has a sound system of internal control which facilitates the effective exercise of that body's functions and which includes arrangements for the management of risk.

(2) The relevant body shall conduct a review at least once in a year of the effectiveness of its system of internal control”

Internal Control:

The system of internal control is designed to reduce the financial risk of the Parish Council to an acceptable level.

Financial Management:

The Parish Council has approved a set of financial standing orders which set out the way that Council's finances are to be managed. These are reviewed and approved once a year.

Online payments will be set up each month by the clerk and will be authorised by one of the named signatories and checked by a second named signatory.

In the event of an emergency making it impossible to hold a council meeting, the clerk/ RFO shall have the delegated authority to make all payments that are due. All payments to be reported to Council as soon as possible.

One Councillor other than the Chairman shall act as the Internal Control Officers for the Council. They shall check twice a year various bank statements, invoices and cash book entries to make sure all transactions are in order.

The clerk is the responsible financial officer and is responsible for the day-to-day financial management of the Council. The RFO shall report all payments to the Council.

The finance committee is made up of at least five Councillors. In November, this committee shall review the Council's budget in detail and shall make a recommendation to the full Council for the precept for the forthcoming year.

Internal audit:

The Council has appointed an independent and competent internal auditor and carries out a review of the effectiveness of the internal audit once a year. The auditor reports his findings to the full Council and completes Section 4 of the Annual Return.

External audit:

The Council's external auditors are PKF, who complete Section 3 of the Annual Return; their comments and recommendations are reported to the full Council.

Review:

This review shall be carried out once a year and recorded in the Council's minutes.