



WOOL PARISH COUNCIL

INTERNAL CONTROL POLICY

**Adopted by resolution March 2022**

**Date of last review: May 2022**

**Date of next review: May 2023**

## **SCOPE OF RESPONSIBILITY**

Wool Parish Council is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for, and used economically, efficiently and effectively. In discharging this overall responsibility, the Council is also responsible for ensuring that there is a sound system of internal control which facilitates the effective exercise of the Council's functions and which includes arrangements for the management of risk.

### **1. THE PURPOSE OF THE SYSTEM OF INTERNAL CONTROL**

The system of internal control is designed to ensure that the Council's activities are carried out properly and as intended. Internal controls are set up by the Clerk who is the Responsible Financial Officer (RFO) but the Council members must ensure that they have an understanding of those controls and that they are operated effectively.

### **3. PERSONNEL INVOLVED WITH THE INTERNAL CONTROL ENVIRONMENT**

#### **The Council:**

The Council appoints a Chairman who is responsible for the smooth running of meetings and for ensuring that all Council decisions are lawful. The Chairman signs each page of the minutes at the Council meetings. Decisions are made in accordance with the Standing Orders and the Financial Regulations approved by the Council. The Policy and Finance Committee is made up of at least six Councillors including the Chairman and Vice Chairman. The Committee meets at least twice a year, once in November to review the financial position and to propose a budget and the precept for the following financial year, and once in April to consider the end of year accounts, to review the asset register, the system of internal control, the Financial Regulations and to complete the Annual Risk Assessment. The Council approves a budget for the following year at the November meeting which also approves the level of precept for the following financial year. The Council receives a budget report at each Council meeting together with a financial statement and a bank reconciliation. The Council agrees the receipts and payments made at each Council meeting. Monthly, the Council verifies the bank reconciliation.

#### **Clerk to the Council / Responsible Financial Officer:**

The Council appoints a Clerk to the Council who acts as the Council's advisor and administrator. The Clerk is the Council's Responsible Financial Officer (RFO) and is responsible for administering the Council's finances. The Clerk is responsible for the day to day compliance with laws and regulations that the Council is subject to and for managing risks. The Clerk also ensures that the Council's procedures, control systems and policies are maintained. The duties of the Clerk / RFO are laid down



in a Job Description which is reviewed from time to time. The RFO submits all the requested information to the Internal and External Auditor by the required date. The RFO arranges for the public notices to be displayed. The RFO retains all relevant documents relating the financial year for 10 years (Annual Return, VAT Returns, PAYE/NIC information, Public notices, Fixed Asset register, Risk assessments, accounts and supporting information)

### **Internal Auditor**

The Council appoints an Independent Internal Auditor who reports to the Council on the adequacy of it's:

- records
- procedures
- systems
- internal control
- regulations
- risk management
- Reviews the effectiveness of the internal audit is reviewed annually, and the council agrees to the appointment of the Internal Auditor.

The scope of the work of the Internal Auditor is reviewed annually and the review and the appointment is minuted. The Internal Auditor inspects the accounts at the year-end (prior to completion of the Annual Return pages 2 and 3) and completes page 5 of the Annual Return The findings of the Internal Auditor is copied to all members of the Council and considered at the next Council meeting.

### **External Audit:**

The Council's External Auditors submit an External Auditor's Report, which is considered at the next Council meeting.

## **2. REVIEW OF EFFECTIVENESS**

The Council conducts an annual review of the effectiveness of the system of internal control.