



POLICY STATEMENT OF INTERNAL CONTROLS

Adopted March 2026

1. SCOPE OF RESPONSIBILITY

Stoke sub Hamdon Parish Council is responsible for ensuring that its business is conducted in accordance with the law and proper standards, that public money is safeguarded and properly accounted for; and used economically, efficiently, and effectively.

Regulation 3 of the Accounts and Audit Regulations 2015 states that 'a relevant authority must ensure that it has a sound system of internal control which:

- facilitates the effective exercise of its functions and the achievement of its aims and objectives
- ensures that the financial and operational management of the authority is effective; and
- includes effective arrangements for the management of risk'

2. THE PURPOSE OF THE SYSTEM OF INTERNAL CONTROL

The System of Internal Control is designed to manage risk and reduce it to a reasonable level rather than to eliminate all risk of failure, to achieve policies, aims and objectives. Therefore, it can only provide reasonable and not absolute assurance of effectiveness. The System of Internal Control is on-going, and the process is designed to identify and prioritise the risks to the authority's policies, aims and objectives and to evaluate and manage the risks accordingly.

3. RESPONSIBILITY FOR THE INTERNAL CONTROL ENVIRONMENT

3.1 The Council

The Council, as a corporate body, is responsible under statute for certain decisions which cannot be delegated; setting of the precept and approval of the Annual Return and Governance Statement. It may delegate responsibility for dealing with the consideration and approval of other financial matters, subject to the approval of delegation arrangements.

The Council has made, and will keep under review, Financial Regulations and includes within its Standing Orders particular provisions relating to contracts. The Council's System of Internal Control is ancillary to and underpins the Financial Regulations and Standing Orders.

The Council must appoint a Chairman who is responsible for the smooth running of meetings and ensures that all Council decisions are lawful with the advice of the Parish Clerk. Neither the Chairman nor any individual Councillor may make decisions on behalf of the Council.

The Council must appoint an independent Internal Auditor and:

- confirm the scope of the Internal Audit; approve the Internal Audit Plan setting out proposals for the Internal Auditor; confirm that this properly takes account of the corporate risk (i.e. the controls and procedures within the Council which minimise the risk of the Council not being able to function or carry out what it sets out to do)
- agree that the minimum tests proposed in the audit plan, together with the inspections carried out by the Internal Auditor and the Chairman of the Parish Council, are adequate and effective for the Council's internal audit purposes

The Chairman shall sign each page of the minutes once approved at the Council meetings. Decisions are made in accordance with the Standing Orders (re-adopted annually) and Financial Regulations approved by the Council.

The Council approves a budget for the following year by the end of December each year which also approves the level of precept for the following financial year.

The Responsible Financial Officer (RFO) shall provide the Council, at each Full Council Meeting, with a statement of receipts and payments. In addition, the RFO will provide details under each main heading of budgets (comparing actual expenditure to the appropriate date against that planned and as shown in the budget).

Every month at a Full Council Meeting a bank reconciliation statement shall be submitted by the RFO and approved by Council.

3.2 Officers

The Council has appointed a Parish Clerk who, as Proper Officer, acts as the Council's advisor and administrator. The Clerk may also be the Council's RFO who is responsible for administering the Council's finances. The Clerk/RFO 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 polices are maintained.

The duties of the Clerk/RFO are specified in a Job Description which shall be reviewed as part of the annual appraisal process, or when a change to the job description is deemed necessary by the Council.

The RFO shall check and authorise payments prior to their presentation for signature in accordance with the approved financial procedures.

The Clerk/RFO submits all the requested information to both the Internal and External Auditors by the required date.

The Clerk arranges for public notices to be displayed.

The RFO retains all relevant documents relating to finances in accordance with best practice and the Council's Document Retention Policy (Annual Return, VAT Returns, PAYE/NIC information, Public notices, Fixed Asset Register, Risk Assessments, accounts and supporting information).

Such other Officers and contracted support staff appointed to assist with the administration of the Council will report to and work under the direction and authority of the Parish Clerk.

3.3 Internal Auditor

The Council will appoint a suitably qualified and experienced Independent Internal Auditor who will report to the Council in accordance with the scope of internal audit sufficient to provide an adequate level of assurance for the Council to complete Assertions 2 and 6 in its Annual Governance Statement.

The effectiveness of the internal audit shall be reviewed annually.

The scope of the work of the Internal Auditor is reviewed annually; the review and the appointment are minuted.

The reports of the Internal Auditor are considered at the following Full Council Meeting.

3.4 External Audit

The Council's External Auditors are appointed in accordance with the current statutory accounting and audit framework and will undertake its review annually. The reports of the External Auditor are considered at the following Full Council Meeting.

The Council shall display public notices of the exercise of electors' rights and conclusion of audit as required by regulation.

4. FINANCIAL AND ACCOUNTING PROCEDURES

4.1 Financial Regulations

The Financial Regulations will be reviewed for continued relevance and amended where necessary via approval by the Parish Council annually.

4.2 Cheque/Payment Signatories

Two Councillors sign all cheques; the signatories also initial the cheque stubs. The signatories ensure that the cheque agrees with the amount of the invoice and the payee named on the invoice.

Internet banking payments are raised by the RFO and authorised by two Councillors (invoices are provided for reference). Reference to the Councillors who authorised the payments in the banking system shall be noted on invoices.

The RFO holds a debit card which can be used for Council approved payments. Reference to the debit card transaction shall be recorded on the associated invoice and signed by two Councillors.

Payments are listed and presented to all Councillors ahead of the next Full Council Meeting.

4.3 VAT Repayment Claims

The RFO ensures that proper VAT invoices are received where VAT is payable and maintains a VAT account to show that the correct amount of VAT is reclaimed at a minimum, once per financial year.

4.4 Cash and Cheque Handling/Security

The RFO will receive all income. All cash and cheques shall be kept safely in a locked place and shall be periodically banked. All income shall be reported to the Full Council Meeting. The RFO will ensure the amount of the precept is correct and that all instalments are received.

4.5 Salaries and other Staff Payments

Salaries and other staff payments shall be made by no later than the 15th of each month (by either cheque or BACS). Payments shall be paid based on information agreed and reviewed annually in June by the Staffing Committee and recommended to Council for approval. The RFO shall administer payment of salaries, payments, and requirements to HMRC and where applicable, pension contributions.

Mileage and any other expenses shall be reimbursed in accordance with rates approved by the Council.

Upon the production of appropriate receipts, out of pocket expenses for small day to day items appropriate to the duties of the Clerk/RFO shall be reimbursed.

4.6 Budgetary Control

The RFO will ensure that all accounts certified for payment are endorsed within the correct budgetary line.

The RFO shall every month reconcile statements of the Parish Council's accounts taken from the information contained in the cash book with copies of the relevant bank statements.

The Full Council shall receive a budget report at each meeting alongside a financial statement and a report of bank reconciliation.

The Clerk/RFO and Council members will meet in October/November for the purposes of budgetary control review and the preparation of a draft budget and precept requirement for the following Full Council Meeting (no later than December each year). The Parish Council will review (amend if necessary) and agree the draft budget and consequent precept for the next financial year.

4.7 Procurement

Financial Regulations provide a framework and set procedures for dealing with contracts of certain values. Working beneath that framework, provision needs to be made for the day-to-day operational work of the Parish Council to be administered, and to that end the Clerk/RFO is authorised to issue orders for office and other supplies to support the Parish Council's administration and day to day operation within agreed budgets.

The Clerk may incur expenditure on behalf of the Council which is necessary for the purposes of any repair, replacement, or other work of an urgent nature, whether or not budgetary provision exists for such expenditure, up to a limit of £1,000. The Clerk shall report the action to the Full Council at the next available meeting.

5. ASSET MANAGEMENT

The Council's Asset Register is to be reviewed as a minimum once per year by the Full Council. No asset shall be sold, leased, or otherwise disposed of without the authority of the Council.

The adequacy of insurance of the Parish Council's assets is considered annually in advance of the insurance renewal.

6. RISK MANAGEMENT

The Council's base risk assessment of its land, property, and activities, are to be reviewed in accordance with its Risk Management Policy.

7. REVIEW OF EFFECTIVENESS

The Council is responsible for conducting, at least annually, a review of the effectiveness of the System of Internal Control and where applicable, put in place improvement plans.