

**CREETING ST PETER PARISH COUNCIL**

**Review of Internal Controls Checklist**

**Adopted on 23 January 2023**

The Accounts & Audit (England) Regulations 2015 aims to strengthen governance and accountability. This is achieved through internal control and internal audit. This is documented as “a relevant authority must ensure that it has a sound system of internal control which:

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

A relevant authority must undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes.”

The Council has determined that there should be an annual review of the internal controls and that this is carried out by an independent person who is neither the Responsible Financial Officer nor a Councillor who is a cheque signatory. This will create a written document which is submitted to the Council for approval by the end of the year. These internal checks are in addition to the work carried out by the Council’s internal and external auditors following the end of the financial year.

<b>Control Test</b>	<b>Comments &amp; Documents Checked</b>
(1) There is an up to date asset register.	Yes – but <b>no</b> evidence seen that it has been approved in the minutes after 31/3/22 – Asset register seen.
(2) There have been reviews of risk and the adequacy of insurance cover.	Yes – approved in minutes 17/10/22 Insurance documents seen.
(3) Standing Orders and Financial Regulations have been adopted during the year.	No – seen last years standing orders document front page – but not updated for 2022. It was minuted as needing to be done at 17/10/22 meeting.

<p>(4) There has been a review and approval of a risk assessment.</p>	<p>This is due in March 2023. Email seen confirming will be on the March Agenda for the parish council meeting.</p>
<p>(5) An annual review of the budget for the following financial year has taken place.</p>	<p>Yes - Final budget for 2023/24 seen and copy of it minuted at the PC meeting 28/11/22 – where it was agreed</p>
<p>(6) A bank reconciliation has taken place on a minimum quarterly basis.</p>	<p>Yes – have seen the last 2 quarter reconciliation with bank statement for 2022. Also seen the bank reconciliation June and August 2022</p>
<p>(7) Payments are supported by invoices, approval and inclusion in the minutes.</p>	<p>Yes – evidence seen of budgets, invoices and bank account details for 2022 plus approval in the minutes.</p>
<p>(8) Receipts have supporting documentation, are reviewed and included in the minutes.</p>	<p>Yes – evidence seen of receipts and the supporting documentation – but no evidence that it has minuted only the receipts and budgets form – but not the actual approval into the minutes</p>
<p>(9) The precept requested has been received.</p>	<p>Yes- evidence seen for 2022/23 and supporting bank statements</p>
<p>(10) There is a contract of employment for staff.</p>	<p>No – due March 2023 meeting</p>
<p>(11) VAT has been correctly accounted for during the year and a claim has been made for the return of VAT paid in the previous year.</p>	<p>Yes – seen evidence of the VAT claim online, no evidence of how much return on VAT will be. Due meeting March 2023</p>

<p>(12) S137 payments have been accounted for and included in the minutes.</p>	<p>Yes – see in budget for 2022/23, but no evidence provided its in the relevant minutes and approved</p>
<p>(13) The budget has been monitored on a minimum quarterly basis.</p>	<p>Yes – evidence seen of budgets for December and October. No evidence seen its been approved into relevant minutes</p>
<p>(14) Approved minutes have been signed and retained.</p>	<p>Partially – seen for 17/10/22 and 28/11/22 16/5/22 – was in draft 18/7/22 – was not available</p>
<p>(15) A Declaration of Acceptance of Office form has been completed by the Chair and any other Council Members appointed during the year.</p>	<p>Yes Evidence seen for Cllr Valladares becoming chair, Cllr Jardine for V.chair, Cllr Singh for Cllr and Cllr Bridges – although the date is incorrect as it should have 28/11/22 and not 17/10/22</p>
<p>(16) An impact assessment audit has been carried out for any new policy which has potential GDPR implications.</p>	<p>No evidence submitted – except will be on March 2023 parish council agenda</p>
<p>(17) The Council's declaration of compliance under The Pensions Act 2008 is on course to be completed every three years.</p>	<p>Yes – evidence seen of re-declaration of compliance with the pension regulator</p>
<p>(18) The Council has reviewed the effectiveness of the internal audit, including coverage and independence of the work carried out, access to the RFO and the timely follow up of the implementation of recommendations and addressing of comments made.</p>	<p>Yes – evidence seen recommendations from RFO and parish clerk will be followed – final review due March 2023</p>
<p>(19) An Annual Governance and Accountability Return for the previous year has been completed, approved and submitted to the external auditor by the end of June, or submitted later in accordance with approvals received for a month by month extension.</p>	<p>Evidence seen – but no evidence it was approved into the July 2022 meeting minutes</p>

<p>(20) Documents in support of the above points have been retained and filed by the Parish Clerk/RFO.</p>	<p>RFO provided the documents</p>
<p>(21) These areas have therefore been identified as still requiring action before the end of the year.</p>	<p>1 – Need to approve the Asset register into the next minutes of our next meeting.  3 – Standing orders need to be updated and needs to be adopted for 2023  4 – Need to review and approve the risk assessment at March 2023 PC meeting  8 – Evidence needed that it has been minuted  10 – Need contract of employment  12 – Need to ensure S137 payments are included in the minutes  13 – Need to ensure that the budget information is minuted or provide evidence  14 – minutes of the 16/5/22 and 18/7/22 need to be confirmed  15 – need to update the date on Cllr Bridges declaration of acceptance form  16 – need to complete an impact assessment for potential GDPR implications (March 2023)  18 – need final review of effectiveness of internal audit at March 2023 meeting  19 – Need approved minutes from July 2022</p>

Date of Review

28/2/23

Reviewed by

Ayse Singh

Signature



RFO

SIMON ASHTON

Signature

SEJ Ashton

Parish Clerk

MARK KNIGHT

Signature

A handwritten signature in black ink, appearing to be 'Mark Knight', written over a horizontal line.