

Wreningham Parish Council

Internal Control Statement for Year Ending 31 March

1. SCOPE OF RESPONSIBILITY

Wreningham Parish Council ("The 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.

The Council is responsible for ensuring a sound system of internal control exists to facilitate the effective exercise of the Council's functions and which includes arrangements for the management of risk.

2. THE SYSTEM OF INTERNAL CONTROL

The purpose of the system of internal control is to manage risk to a reasonable level rather than to eliminate all risk of failure to achieve policies, aims and objectives. Therefore, it provides reasonable and not absolute assurance of effectiveness.

The approach is based on a risk management process which is designed to identify and prioritise the risks to the achievement of the Council's policies, aims and objectives, to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them.

3. THE INTERNAL CONTROL ENVIRONMENT

The Council

The Council reviews its obligations and objectives and approves budgets for the following year at a Council meeting. The meeting of the Council approves the level of precept for the following financial year.

The Council normally meets six times each year and monitors progress against its aims and objectives at each meeting by receiving relevant reports from the RFO.

The Council carries out regular reviews of its internal controls, systems and procedures. See published website policy review schedule for full lists of policies.

Clerk to the Council / Responsible Finance Officer (RFO)

The Clerk to the Council acts as the Council's advisor and administrator. The Clerk is the RFO and administers the Council's finances. The Clerk advises on compliance with laws and regulations to which the Council is subject. The Clerk advises on the management of Council risks. The Clerk also advise to ensure that the Council's procedures, control systems and policies are known and adhered to.

Payments

All payments are reported to the Council for approval. Payments are in two forms: electronic and hardcopy (cheques). In each case, two members of the Council must approve the expenditure and abide by the due process for manual and electronic payment. The authorised signatories are members of the Council; no officer of the Council can authorise payments.

Income

All income is received and banked in the Council's name in a timely manner and reported to the Council.

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Risk Assessments/Risk Management

The Council annually reviews its risk assessment and regularly reviews its systems and controls.

Internal Audit

The Council appoints an independent internal auditor who reports annually to the Council on the adequacy of its:

- Records
- Procedures
- Systems
- Internal control
- Regulations
- Risk management

External Audit

When applicable, the Council's external auditors, submit an annual certificate of audit which is presented to the Council.

4. REVIEW OF EFFECTIVENESS

The Council has responsibility for conducting an annual review of the effectiveness of the system of internal control, which should include a review of the effectiveness of internal audit. The results of that review must be considered by the Council, which should also approve the Statement on Internal Control.