

## BICKLEIGH PARISH COUNCIL INTERNAL CONTROL CHECKLIST

The Accounts and Audit (England) Regulations 2015 aims to strengthen governance and accountability. This is done through internal control and internal audit. This is documented as:

*“A relevant authority must ensure that it has a sound system of internal controls which:*

- a) Facilitates the effective exercise of its functions and the achievement of its aims and objectives*
- b) Ensures that the financial and operational management of the authority is effective*
- 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 procedures...”*

Bickleigh Parish Council has determined that there should be a regular review (at least quarterly) of the internal controls and that this will be carried out by a Councillor that is not an authorised signatory.

This will create a written document which is submitted to the Council for approval and minuted as such.

This is in addition to the internal and external audit requirements.

<b>Control Check</b>	<b>Frequency of check</b>	<b>Documents checked and comments</b>
Proof of payments supported by approved invoices which are authorised and minuted	Monthly	<i>i.e. review schedule of payments, all invoices and all payments are listed in the Council minutes</i>
Proof of receipts (including precept) supported by appropriate remittance advice	Monthly	<i>i.e. check that any income is backed up with a source document</i>
The accounts spreadsheet is kept up to date and all receipts and payments are included	Monthly	<i>i.e. examine the cash book and link to proof of receipts and payments</i>
Monthly bank reconciliations have been completed which are supported by the bank statements	Monthly	<i>i.e. review the bank reconciliation cross checking with the bank statements</i>
Payments made to the Clerk are accurate and in accordance with the contract of employment and correct salary scale.	Monthly	<i>i.e. cross check the salary information to the paperwork signed off by the Council each month</i>
Any Clerk or Councillor expense claims are completed on the claim form with invoices/receipts attached	Monthly	<i>i.e. check any claims paid cross referencing to the claim form and invoice/receipt</i>

<b>Control Check</b>	<b>Frequency of check</b>	<b>Documents checked and comments</b>
The budget is being monitored by the Council during the financial year and includes all receipts and payments	Monthly	<i>i.e. check minutes of Council meetings. Check that the schedule of payments total matches budget monitoring totals. Check that all receipts have been included in the report.</i>
The risk assessment is being reviewed by the Council on a regular basis and any new and emerging risks are identified	Quarterly	<i>i.e. check minutes of Council meetings.</i>
That any goods/services costing above £5,000 were ordered only following consideration of three quotations	Quarterly	<i>i.e. check any goods/services that were ordered, cross reference to Council minutes and supporting paperwork</i>
Council minutes are signed and retained in a minute book	Monthly	<i>i.e. check the minute book and website</i>
Standing Orders are reviewed annually, approved by Council and published on the Council website	Annually (after AGM in May)	<i>i.e. check that approval takes place at the AGM and published on website</i>
Financial Regulations are reviewed annually, approved by Council and published on the Council website	Annually (after AGM in May)	<i>i.e. check that approval takes place at the AGM and published on website</i>
Internal Control Statement is reviewed annually, approved by Council and published on the Council website	Annually (after AGM in May)	<i>i.e. check that approval takes place at the AGM and published on website</i>
Financial Risk Assessment is reviewed annually, approved by the Council and published on the Council website	Annually (after AGM in May)	<i>i.e. check that approval takes place at the AGM and published on website</i>
Code of Conduct is reviewed annually, approved by the Council and published on the Council website	Annually (after AGM in May)	<i>i.e. check that approval takes place at the AGM and published on website</i>
Declaration of Acceptance of Office forms are signed for the role of Councillor, Chair and Vice-Chair	Annually (after AGM in May)	<i>i.e. check the completed forms and minutes</i>

<b>Control Check</b>	<b>Frequency of check</b>	<b>Documents checked and comments</b>
That a VAT return has been completed and submitted to the HMRC to reclaim any VAT incurred by the Council in the previous financial year	Annually (by the end April)	<i>i.e. check the VAT return completed by end April. Cross reference with VAT invoices. Check bank statement to ensure reclaim is received</i>
The Asset Register has been reviewed on an annual basis	Annually (by the end April)	<i>i.e. check the asset register has been reviewed by the Council, formally minuted and published on the website</i>
An annual review has taken place of the Council's insurance arrangements and adequacy of insurance cover	Annually (by the end May)	<i>i.e. check insurance has been reviewed by the Council and formally minuted. If circumstances change during the year make sure that the insurance has been updated.</i>

Date of Review: \_\_\_\_\_

Reviewed by: \_\_\_\_\_

Signature: \_\_\_\_\_

Parish Clerk & RFO signature: \_\_\_\_\_

Presented to the Parish Council meeting on: \_\_\_\_\_

Resolved by the meeting at minute: \_\_\_\_\_