**Claxton Parish Council**

**Internal Control Policy & Checklist**

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| **Document Control** | | | |
| Adopted date | 10 July 2019 | Minute reference | 19.86 |
| Review date | Sept 2023 | Minute reference | 23.87.01.04 |
| Next review date | Sept 2024 | Minute reference |  |

The Accounts & 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 control which: -

1. facilitates the effective exercise of its functions and the achievement of its aims and objectives.
2. ensures that the financial and operational management of the authority is effective
3. 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……”

Claxton Parish Council has determined that there should be a quarterly review of the internal controls[[1]](#footnote-1) and that this is carried out by a non-signatory Councillor in accordance with recommendations. This will create a written document which is submitted to council for approval and minuted as such. This is in addition to the internal and external audit requirements.

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| **Quarterly checks to be carried out**: | **Initials & Date** | **Initials & Date** | **Initials & Date** | **Initials & Date** |
| Financial & budget statement |  |  |  |  |
| Bank reconciliation |  |  |  |  |
| Bank transactions |  |  |  |  |
| Income & expenditure |  |  |  |  |
| Payment schedules |  |  |  |  |
| Payments supported by invoice and approval, authorised and minuted |  |  |  |  |
| Receipts supported, reviewed and minuted |  |  |  |  |
| Up to date Asset Register |  |  |  |  |
| Bank statements |  |  |  |  |
| VAT correctly accounted for |  |  |  |  |
| S137 correctly accounted for |  |  |  |  |
| Ensure Precept received is the figure requested from SNC |  |  |  |  |
| Risk assessment & management |  |  |  |  |
| Minutes properly numbered and in minute book |  |  |  |  |
| Contract of Employment for staff |  |  |  |  |
| Adequacy of insurance |  |  |  |  |

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| --- | --- | --- | --- |
| **DATE** | **CARRIED OUT BY** | **CLERK/RFO** | **MINUTE NO.** |
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Additional comments:

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1. CLAXTON PC FINANCIAL REGULATIONS MAY 2019 2.2 [↑](#footnote-ref-1)