Boddington Parish Council

Statement of Internal Control

Review as to the effectiveness of the system of internal controls

Adopted at a Meeting of the Parish Council on August 2021
Reviewed at the Annual Meeting of the Council May 2026
Next review at the Annual Meeting of the Parish Council in May 2027

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

In meeting this responsibility assurance is required that there is a sound system of internal control and that the council's accountability framework is 'risk' based; proportionate to that risk and to the amounts of public money involved and to the stakeholders' need for assurance.

Purpose of the System of Internal Control
The system of internal control is designed to ensure that risks are managed to a reasonable and acceptable level forming part of an ongoing process designed to identify and prioritise the risks to the authority's policies, aims and objectives; and to evaluate and manage those risks accordingly.

Review of Effectiveness
An annual review to be undertaken by two members of the council annually. In addition, it is the responsibility of council to review the Risk Management Plan on an annual basis.

No.	Area	Question	Yes/No	Recommendation for Action (if required)
1.	Budgetary controls	Has council prepared an annual budget in support of its precept?		
		Is actual expenditure against budget regularly report to council?		
		Are there any significant unexplained variances from budget?		
2.	Income controls	Is income properly recorded and promptly banked?		
		Does the precept recorded agree to Council Tax authority's notification?		
3.	Payroll controls	Does employee have contract of employment with clear terms and conditions?		
		Do salaries agree with those approved by chairman?		
		Have PAYE/NIC been properly operated by the council as an employer?		

4.	Assets controls	Does the council maintain a register of all material assets owned or in its care?		
		Are the assets and investment registers up to date?		
		Do asset insurance valuations agree with those in the asset register?		
5.	Bank Reconciliation	Is there a bank reconciliation for each account?		
		Is a bank reconciliation carried out regularly?		
		Are there any unexplained balancing entries in any reconciliation?		
		Is the value of investments held summarised on the reconciliation?		
6.	Year-End Procedures	Are year-end accounts prepared on the correct accounting basis (receipts and payments)		
		Do accounts agree with cashbook?		
		Is there an audit trail from underlying financial records to the accounts?		
		Where appropriate, have debtors and creditors been properly recorded?		
7.	Proper Bookkeeping	Is the cashbook maintained and up-to-date?		
		Is the cashbook arithmetically correct?		
		Is the cashbook regularly balanced?		
8.	Standing Orders and Financial Regulations adopted and applied	Has council formally adopted standing orders and financial regulations?		
		Has a Responsible Financial Officer been appointed with specific duties?		
		Have items or services above the de minimus amount been competitively purchased?		
9.	Payment controls	Are payments in the cashbook supported by invoices, authorised and minuted?		
		Is S137 expenditure separately recorded and within statutory limits?		
		Has VAT on payments been identified, recorded and reclaimed?		

10.	Risk Management Arrangements	Does a review of minutes identify any unusual financial activity?		
		Do minutes record regular reviews of Risk Register by council?		
		Do minutes record annual risk assessments by council?		
		Is insurance cover appropriate and adequate?		
		Are Internal Financial Control Reviews documented and regularly reviewed?		

Internal Control Review to be undertaken by two members of Boddington Parish Council annually

We confirm we have completed the above review

Councillor: ....

Print Name: ....

Councillor: ....

Print Name: ....

Date: ....

Next Internal Control Review due: ....