

OLLERTON AND BOUGHTON TOWN COUNCIL

INTERNAL CONTROLS

RESPONSIBILITIES OF THE CLERK

1. To ensure that income & expenditure are in accordance with budgets
2. To ensure that all income that is due is actually received
3. To ensure that all invoices to be paid are authorised
4. To ensure that the books of account are maintained on a regular basis and are regularly reconciled
5. To ensure that all cheques and/or list of electronic payments are signed by two authorised signatories
6. To prepare and present a quarterly financial update to include all income & expenditure and bank balances
7. To present the bank reconciliation and corresponding bank statement to Council each month
8. To prepare annual estimates
9. To Inform the District Council of Precept figures each year
10. To reclaim VAT
11. To review Financial Regulations annually
12. To ensure that the payment of all salaries and wages including the Clerk is made correctly and on time
13. To complete the end of year returns to HMRC
14. To appoint a competent independent Internal Auditor
15. To complete the Statement of Assurance
16. To Produce and maintain a Register of Assets
17. To annually review all Risk Assessments and continually review all play areas and equipment
18. To ensure that insurance is adequate and relevant

RESPONSIBILITIES OF THE CHAIRMAN AND COUNCILLORS

1. Check to ensure that the accounting records are correct and in good order
2. Check and sign bank reconciliation and bank statement each month
3. Check and sign salaries each month
4. Check that financial updates produced to council agree with the accounting records
5. Check all invoices and payment details
6. Check that all income due is actually received
7. Review Financial Regulations regularly
8. Sign the annual Statement of Assurance

Signed..... Date..... (Chairman)

Signed..... Date..... (Clerk)

Created	Version	Adopted	Reviewed
2 nd December 2015	1	2 nd December 2015	10 th June 2026

INTERNAL AUDIT

Arrangements:

1. The Clerk shall be responsible for maintaining an adequate and effective system of Internal Audit of the Council's accounting, financial and other operations in accordance with regulation 5, of the Accounts and Audit Regulations 2003.
2. The appointed Internal Auditor will be independent from the Council.
3. The appointed Internal Auditor will be competent in audit planning and reporting.

Annual review of the effectiveness of the Internal Audit

1. The Council will confirm that the Statement of Assurance has been approved by the Council and state the minute number and date. The statement will be certified by the Chairman and the Clerk.
2. The Council will review the effectiveness of the Internal Audit each year.
3. The Internal Auditor will check that the proper books of accounts have been kept throughout the year.
4. The Internal Auditor will check on a sample of payments to ensure that the financial regulations have been adhered to, payments are supported by invoices, expenditure is approved and VAT is accounted for correctly.
5. The Internal Auditor will review the effectiveness of the Council's Risk Assessment.
6. The Internal Auditor will verify that the annual precept has been properly calculated and that the Council's reserves are adequate.
7. The Internal Auditor will check the income and expenditure records.
8. The Internal Auditor will check petty cash records
9. The Internal Auditor will check salaries records, ensuring proper approval and application of PAYE
10. The Internal Auditor will check the accuracy of asset and investment registers.
11. The Internal Auditor will check the accuracy of year-end financial statements.
12. The Internal Auditor will inform the Council of any identified risks
13. The Council will put into practice recommendations from the Internal and External Auditor.

Signed..... Date..... (Chairman)

Signed..... Date..... (Clerk)

STATEMENT OF ASSURANCE

The Council confirms that it has:

1. Approved the accounts which have been prepared in accordance with the Accounts & Audit Regulations 1966.
2. Maintained an adequate system of internal control
3. Only done things that it has the legal power to do and has conformed with codes of practice and standards
4. Carried out a risk assessment and dealt appropriately with issues arising.
5. Appointed an internal auditor who is competent and independent.
6. Taken appropriate action on matters raised by both the internal & external auditors
7. Given electors the opportunity to inspect and ask questions about the councils business
8. Disclosed everything it should have about its business during the year including events taking place after the year-end if relevant.

Signed..... Date..... (Chairman)

Signed..... Date..... (Clerk)