

NORTON PARISH COUNCIL

INTERNAL CONTROL REPORT

The Accounts & Audit (England) Regulations 2015 aims to strengthen governance and accountability through requirements related to internal control and internal audit.

Whilst the Parish Council has reviewed the effectiveness of the internal audit (independence, competence, proportionate and scope), it has a requirement levied on it to ensure that its financial management is adequate and effective and that it has a sound system of internal control.

'The regulations require active participation by members in providing positive assurance to the electors of their stewardship of public money. The framework of accountability is risk-based i.e. level of control and management must be appropriate to the risk involved. The Council must determine the most appropriate method of internal control, care should be taken to ensure that internal control tests are proportionate and relevant and that they are neither seen as, nor intended as, undue interference in the RFO's day to day management of financial affairs.'

As part of its internal control, the Parish Council has appointed a non-signatory Councillor to conduct a review of the system of internal control via the following tests on a quarterly basis with a written report of any findings to be submitted to the Council and minuted as received.

CONTROL TEST	TEST DONE	COMMENTS – check documents and initial
	Yes or No	
Ensuring an up to date Register of Assets	Yes	Reviewed and approved annually
Regular maintenance arrangement for physical assets	Yes	Monthly inspection of play equipment reported at each Council Meeting
Annual review of risk and the adequacy of Insurance cover	Yes	Insurance papers circulated to Councillors upon receipt. Reviewed and approved on May 21 Finance 8.2
Annual review of Fidelity Guarantee and cover	Yes	Reviewed on receipt of insurance renewal papers
Annual review of financial risk	Yes	Reviewed yearly in February 2021 Standing Orders 9.1. Next Review in February 2022
Awareness of Standing Orders and Financial regulations	Yes	All Standing Orders and financial regulations reviewed in February 2021, March 2021 and April 2021. Next review due in 2022
Review and Adoption of Financial and Standing Orders	Yes	Reviewed yearly in March 2021 ref 10.1 Next review due in March 2022