

NETTLESTEAD PARISH COUNCIL

REVIEWED JUNE 2025

Internal Control

The system of internal control is designed to ensure that the council's activities are carried out properly and as intended. Internal controls are set up by the Clerk/RFO but it falls on the Council members to ensure that they have a degree of control and understanding of those controls. The councillors should identify risk and evaluate the likelihood of those risks being realised and the impact should they be realised. The system of internal control must be approved annually by the council.

Bank Statements and Bank Reconciliations are signed by the Chairperson at meetings. Monthly examination of a Budget Monitoring report, recording of liabilities, asset register is checked annually. Cheques are signed by two councillors. Online bank transfers are authorised by two councillors. Full details of any payments are recorded in the minutes,

Internal audit

The independent internal auditor is an effective system of internal audit and means that the council identifies a competent person independent of the council whose task it is to review whether the systems of financial control are effective. The council must demonstrate that it has identified the risks that might affect its business. The independent internal auditors report following the end of the financial year gives councillors an assurance that effective financial systems and internal controls are in place.