

Internal Control policy

Adopted 10th March 2025

Scope of responsibility

Cury Parish Council is responsible for ensuring that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. 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. Controls will include the checking of routine financial procedures; the examination of financial comparisons; the recording of assets and liabilities; the identification of risk and to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively and economically.

Internal audit procedure

Councillors should undertake internal control checks at each Full Council meeting. Reports will be presented to Council and Councillor should satisfy themselves of correct practise as follows:

- Expected income
- Expected expenditure
- Payroll accuracy

Councillors should undertake internal control checks annually as follows:

- Confirm that Standing Orders and Financial Regulations exist
- Confirm Risk Management arrangements are adequate
- Confirm an adequate insurance policy is in place

The Council will appoint an independent internal auditor who will report to the Council on the adequacy of its:

- Records
- Procedures
- Systems
- Internal control
- Regulations
- Risk management

The effectiveness of the internal audit is reviewed annually, and the Council agrees the appointment of the internal auditor. The internal auditor, who is competent and independent, is advised of the scope of the work required by the Council. The scope of the work (and the charge) of the internal auditor is reviewed periodically and the review and the appointment is minuted. The internal auditor will inspect the accounts of the year end and write a separate report to the Council detailing any findings they may have. The report of the internal auditor is copied to all members of the Council and considered as an agenda item at the next meeting.