Sep 25

PALGRAVE PARISH COUNCIL

INTERNAL CONTROL REPORT 2024 -2025

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 Councillor to conduct a review of the system of internal control via the following tests on a biannual basis with a written report of any findings to be submitted to the Council and minuted as received.

CONTROL TEST	**TEST DONE Y/N**	**COMMENTS – check documents & initial**
Ensuring an up-to-date Register of Assets	Y	Reviewed bi-annually with final update Mar 2025 for year ending 31.3.2025 and subsequently each end of Financial year Pc -18/09/2025
Regular maintenance arrangement for physical assets	Y	Inspected annually PC - 18/09/2025
Annual review of risk and the adequacy of Insurance cover	Y	Asset insured as per Asset Schedule which is reviewed annually PC -18/09/2025
Annual review of financial risk	Y	Reviewed annually & Signed by Chair PC- 18/09/2025
Awareness of Standing Orders and Financial regulations	Y	Reviewed annually and updated before end of each financial year PC- 18/09/2025
Adoption of Financial and Standing Orders	Y	Reviewed and approved annually in March each year before year end PC - 18/09/2025
Regular reporting on performance by contractors	Y	Clerk reports regularly Parish Council meetings PC - 18/09/2025
Annual review of contracts (if appropriate)	Y	(Excite 3 year contract) Three year contract agreed and reviewed - PC - 18/09/2025
Regular bank reconciliation, independently reviewed	Y	Checked by a different set of councillors each month - not by account approvers - PC - 18/09/2025
Regular scrutiny of financial records and *proper arrangements for the approval of* expenditure	Y	All approved at Monthly PC Meeting and minuted *Signed and approved - PC - 18/09/2025*
Recording in the accounts the minutes the precise powers under which expenditure is being approved	Y	Recorded monthly in the a/c spreadsheet - managed by clerk PC - 18/09/2025
Payments supported by invoices, authorised and minuted	Y	Recorded in the minutes each month - PC - 18/09/2025
Regular scrutiny of income records to ensure income is correctly received, recorded and banked	Y	Checked monthly against the bank statement - PC - 18/09/2025
Scrutiny to ensure precept recorded in the cashbook agrees to BMSDC notification	Y	Checked against the bank statement PC - 18/09/2025

Contracts of employment in place for staff Contract annually reviewed Records updated to reflect relevant legislation PAYE/NIC properly operated by the Council as an employer	Y	Reviewed at Personnel meeting - clerk uses HMRC Basic PAYE tool program PC - 18/09/2025
VAT payments identified, recorded and *reclaimed in the accounts*	Y	Reclaimed at least annually or more often *depending on circumstances* - PC - 18/09/2025
Regular financial reporting to Parish Council	Y	Accounts spreadsheet sent to all monthly via file share PC - 18/09/2025
Regular budget monitoring statements as reported to Parish Council	Y	Actual v Budget -included in the monthly accounts sent to all councillors - via file share - PC - 18/09/2025
Compliance with DCLG Guide *Open & Accountable Local Government* 2014, Part 4: Officer Decision Reports	Y	Yes in compliance PC - 18/09/2025
Compliance with Local Transparency Code Of 2014: Items of expenditure incurred over £500	Y	All items of expenditure are listed in the monthly minutes PC - 18/09/2025
Compliance with Data Protection Legislation – Council registered as a Data Controller	Y	Paid annually by the DD and renewed (£35 annually) PC - 18/09/2025
Compliance with General Data Protection Regulations: • Privacy Notices • Procedures for dealing with Subject Access Requests • Procedure for dealing with Data breaches • Data Retention & Disposal Policies	Y	UK GDPR used Regularly reviewed. PC - 18/09/2025
Minutes properly numbered and paginated with a master copy kept for safekeeping	Y	Yes physical copies available. Shared with the wider community PC - 18/09/2025
Procedures in place for recording and monitoring Members' Interests and Gifts of Hospitality	Y	No comment as nothing received to report on PC- 18/09/2025
Adoption of Codes of Conduct for Members	Y	Code of conduct minuted each meeting PC - 18/09/2025
Declaration of Acceptance of Office	Y	Records kept by Clerk - CP - 18/09/2025

Note capital PC = Peter Coulson

Date of review of system of Internal Controls: 18/09/2025

Review of system of Internal Controls carried out by:

Name: Peter Coulson   Signature…*peter j coulson*…………………………………………

Report submitted to Council   (minute reference) …………10.09.09 (b)……

Next review of system of Internal Controls due March 2026

Additional comments by reviewer: None