

Maids Moreton Parish Council

Procedures for Financial Controls and Internal Control

Under the Accounts and Audits Regulations 2015 , it is the Responsible Financial Officer's (RFO's) responsibility to ensure that the Council's day-to-day finances are run properly, but it falls to Council members to exercise a proper and reasonable degree of control over financial matters. This task is delegated by the Council's Financial Regulations (see reg 2.2) to one or more Internal Controls Councillors (ICC), appointed annually; note the ICC carrying out the checks should not be a cheque signatory or approver of the payments being scrutinised.

The ICC checks and records, by regular quarterly sampling that;

- all anticipated income, including VAT recovery is received
- payments are properly authorised before they are made
- the record of receipts and payments is kept up to date and
- that a bank reconciliation is carried out at regular intervals

Any anomalies are resolved with the Clerk / RFO and the ICC then reports to members, at the next monthly Council meeting.

The Council also operates maintains, monitors and reviews as necessary, its Financial Regulations and Financial and Management Risk Assessment.

In addition to these systems for the regular monitoring and management of the routines, there is a further legal requirement that sits above the internal controls system for the Council to put in place an adequate and effective system of internal audit of its accounting and internal control systems. This is achieved through the appointment of an independent internal auditor (IA) who must be both competent and conversant with the regime of local government finance. The Council currently meets its obligation in this respect and this appointment is reviewed and renewed annually as part of the review of these Procedures. The IA checks, by sampling that the internal controls are adequate and working. The IA visits at least once per year - more frequently if the Council requests - and the Audit Report forms part of the Annual Governance and Accountability Review (AGAR).

Reviewed and Adopted 1st June 2022

Readopted Mar 2023

Readopted April 2024

Readopted March 2025

Readopted April 2026