

Loddington Parish Council

Internal Control Procedure

1. Scope

The Parish Council must ensure that it has a sound system of internal control which:

- (a) Facilitates the effective exercise of its functions
- (b) Ensures the financial and operational management of the authority is effective
- (c) Includes arrangements for the management of risk.ⁱ

2. Purpose

To minimise financial risk and protect the council from fraud.

3. Responsibilities

Clerk – the clerk is responsible for making the documents available for inspection within one weeks' notice of a councillor's request to carry out an internal audit.

Councillor – it is the responsibility of the councillor to carry out the internal audit and report the findings at the next parish council meeting.

4. Process

Each month when the bank statement is received the councillor will reconcile the bank balance with that of the daybook summary. The bank statement will be annotated to signify that the internal control process has been undertaken.

ⁱ Accounts and Audit Regulations 2015, Part 2, s3 (a) (b) (c)