

STATEMENT OF INTERNAL CONTROL

Prepared by E Anstee, RFO and Parish Clerk

Last reviewed and reapproved at a meeting of the Parish Council on 7 March 2024 under minute 13/P1840.

Cash Book/Bank reconciliations	<ul style="list-style-type: none"> • The cash book (spreadsheet) is kept up to date from original documents (paying-in books, invoices, cheque stubs, BACS transactions) • The cash book is reconciled to the bank statement on a quarterly basis. • The bank reconciliation is reviewed and approved by a member of the Parish Council (usually the nominated councillor), with reference to the underlying records (cash book and bank statements) • The bank reconciliation is reported to the full Parish Council and minuted as such. • The latest financial position and movements on the Parish Council's cash balances are reported at each council meeting and can be traced back to the expenditure approved in the previous meeting via the minutes
Financial Regulations	<ul style="list-style-type: none"> • A document listing the Parish Council's financial regulations, based on the model version prepared by NALC/SLCC is maintained. The regulations are reviewed for continued relevance and amended where necessary by the Responsible Financial Officer with any proposed amendments subject to approval by the Parish Council (<i>this was reviewed and adopted in June 2023</i>)
Order/Tender controls	<ul style="list-style-type: none"> • The Financial Regulations list the number of estimates, quotes or full tenders that must be invited depending on the value and nature of the work. • Official orders/letters are sent to suppliers for services which are not regular in nature.
Legal Powers	<ul style="list-style-type: none"> • General power of competence was adopted on 7 November 2019 under minute number 13b on page 1533.
Payment controls	<ul style="list-style-type: none"> • Purchase orders/letters ordering the work are matched to purchase invoices where applicable. • All invoices for payment are listed on the meeting agenda where the cheques are to be signed/BACS payments approved.

	<ul style="list-style-type: none"> • Payments made are listed in the minutes of the meeting. • Original invoices are provided to the Councillors signing the cheques/authorising the BACS payments. • Invoices paid are numbered and the same number entered on the cheque counterfoil and in the cashbook for cross reference purposes. • The cheque number used to settle an invoice and the date it was signed are entered on the invoice for cross reference purposes. For BACS payments, the BACS payment date is entered on the invoice for cross reference purposes.
VAT repayment claims	<ul style="list-style-type: none"> • RFO ensures that all invoices are addressed to the Parish Council. • RFO ensures that proper VAT invoices are received where VAT is payable. • RFO maintains a VAT account to show that the correct amount of VAT is reclaimed in the year.
Income controls	<ul style="list-style-type: none"> • RFO ensures that amount of the precept received is correct in accordance with the precept request sent to the District Council. • RFO ensures that the precept instalments are received when due. • RFO ensures that other receipts (deposit interest, grass cutting grant) are received when due and correctly calculated. • Income is banked promptly.
Financial reporting	<ul style="list-style-type: none"> • A receipts & payments account, comparing actual expenditure to the budget and the prior year is prepared on a monthly basis, presented to the Parish Council and minuted as such.
Budgetary controls	<ul style="list-style-type: none"> • The budget is prepared in consultation with the Parish Council, as evidenced by reports and minutes in advance of the start of the year. • The precept is set on the basis of the budget by the deadline set by collecting authority, West Oxfordshire District Council.
Payroll controls	<ul style="list-style-type: none"> • The Clerk and RFO are paid under PAYE as an employee. • The Clerk's and RFO's salary is set by the Council and a minute is prepared to show the agreed salary. • The salaries are paid by SDO, with the SDO payment authorised by two Councillors and minuted at the start of the year or when there is a change which is duly minuted. • The RFO ensures that all the necessary payroll returns are made to HMRC and retains evidence that this has been done.

<p>Asset Control</p>	<ul style="list-style-type: none"> • The RFO maintains a full asset register. • The existence and condition of assets is checked on a six-monthly basis by a member of the Parish Council. • The adequacy of insurance of the Parish Council's assets is considered annually in advance of the insurance renewal.
<p>Internal Audit</p>	<ul style="list-style-type: none"> • A suitably experienced independent internal auditor is appointed by the Parish Council • An internal audit of the Council's accounting records, and financial and other procedures is carried out once a year. • The internal auditor prepares a report addressed to the Parish Council which is considered at the next meeting. • The Parish Council ensures that it is satisfied that the internal audit is effective before making arrangements for the new annual internal audit.