**Internal Control Policy**

**Responsibility**

Accounts and Audit regulations state that a Council shall be responsible for ensuring that it’s financial management is adequate and effective and that it has a sound system of internal control which facilitates the effective exercise of the Council’s functions and which includes arrangements for the management of risk.

Glapwell Parish Council is responsible for ensuring that its business is conducted in accordance with the law and proper standards. Its systems must ensure that public money is safeguarded and properly accounted for. The Council is responsible for ensuring a sound system of internal control is in place in order to facilitate the effective discharge of the Council’s functions and which includes the effective management of risk.

**Purpose of Internal Controls**

The system of internal control is designed to ensure the Council’s activities are carried out as intended. Internal controls are set up by the RFO.

The controls include:

• routine checking of financial procedures,

• examination of financial comparisons, recording of assets,

• identification of risk and the potential impact of that risk

• the reduction of risk where possible and

• the management of risk if realised

For the system to work members must ensure they understand the controls and participate in the process of internal control.

**Internal Control Environment**

Involved in the effective use of the Internal Control System are:

• the Council,

• Parish Clerk & RFO,

• Internal Auditor,

• External Auditor

**The Council**

Glapwell Parish Council appoints a Chair annually. The Chair is responsible for the smooth running of meetings and for ensuring that all council decisions are lawful.

• The Chair signs the first page of the minutes and initials all other pages, checking page and minute numbers follow consecutively in their respective series

• Decisions should be made within adopted Standing Orders and Financial Regulations

• The Council reviews its obligations and plans for the future and approves budgets for the following year at its November (or) December meeting, meeting the final deadline laid down by Bolsover District Council.

• The Council receives a monthly financial statement for approval.

• Payments are made in accordance with Standing Orders and Financial Regulations

• Two Councillors (out of three Councillors) authorise payments on the digital online banking system. The Clerk will email scanned invoices to the two Councillors accordingly for transparency.

* Where necessary for signing cheques, two signatories (out of three signatories) are required on the cheque. Signatories must initial cheque stubs and the invoices supporting those cheques. Signatories will ensure the numbers on the cheques run consecutively and sums on the cheques agree with those on the supporting documents and that payee information is correct.

• Cheque numbers are recorded in the minutes and cashbook to provide a complete audit trail.

• The Clerk/RFO is not a signatory for cheques, and cannot authorise digital bank payments.

• The Clerk/RFO does not hold any petty cash.

• The Clerk RFO will provide a monthly reconciliation between the Bank Statement and Accounts Report

• Risk assessment policy is reviewed annually; members are given the opportunity to consider risk assessment issues on every agenda

• Parish leases/tenancies are examined annually

• Appointment of internal auditor is reviewed annually

• Members’ attendance at meetings is examined annually

• A calendar of ordinary meetings is agreed annually

• Designated Authoriser’s of payments/Signatories to the Parish Council’s accounts are reviewed annually

**Clerk to the Council/RFO**

The Clerk/RFO acts as an administrator and advisor to the Council. The Clerk is the Council’s Responsible Financial Officer and is responsible for the administration of the Council’s finances. The Clerk is responsible for the day-to-day management of the Council’s business and for ensuring compliance with the laws and regulations that the Council is subject to. Risk assessment and management is integral to the role. The Clerk maintains the Council’s procedures, control systems and makes recommendations to Council on policy changes. The Council approves policy; the Clerk/RFO implements that policy.

• Clerk/RFO duties are recorded in a Job Description which is reviewed periodically.

• Clerk/RFO is the line manager to four employees of the Parish Council.

Adopted and approved on the 15th May 2025. Minute number: 187/25 c) xii

To be reviewed May 2026.