

## **BRENT KNOLL PARISH COUNCIL STATEMENT OF INTERNAL CONTROL FOR THE YEAR COMMENCING [March 2020](#)**

### **Scope of Responsibility :**

Brent Knoll Parish Council ( the Council) is responsible for ensuring that its business is conducted in accordance with the law and proper standards and that public money is safeguarded and properly accounted for and is used economically, efficiently and effectively.

In discharging this overall responsibility the Council is also responsible for ensuring that there is 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.

### **The Purpose of the system of Internal Control**

The system of internal control is designed to manage risk to a reasonable level rather than to eliminate all risk of failure to achieve policies, aims and objectives. It can only therefore provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an ongoing process designed to identify and prioritise the risks to the achievement of the Council's policies, aims and objectives, to evaluate the likelihood of those risks being realised and the impact should they be realised and to manage them efficiently, effectively and economically.

### **The Internal Control Environment**

#### **[The Council:](#)**

The Council has appointed a chairman who is responsible for the smooth running of its meetings and for ensuring that all Council decisions are lawful. The Council reviews its obligations and objectives and budgets at the level of precept required for the following year in January of each year. The Council monitors progress against its aims and objectives at its meetings by receiving relevant reports from the Parish Council Clerk. The Council regularly reviews its internal controls, Systems and procedures.

#### **[The Clerk /Responsible financial officer:](#)**

The Council has appointed a Clerk of the Council who acts as the Councils Advisor and administrator. The Clerk is the Councils responsible financial officer and is responsible for administering the finance of the Council. The Clerk is responsible for day to day compliance with laws and regulations that the Council is subject to and for managing risks. The Clerk also ensures that the Councils procedures , control systems and policies are adhered to.

#### **[Payments:](#)**

All payments are approved by Council. two members of Council must sign every Cheque

**Risk assessments /Risk Management:**

The Council carries out regular risk assessments in respect of its activities and regularly reviews its system and controls

**Internal Audit ( 2019/20 Richard Young)**

The Council appoints an independent Internal Auditor who reports to the Council on the adequacy of its systems and procedures, internal controls and risk management and its reviews of these matters. The effectiveness of internal audit is reviewed annually.

**External Audit : ( 2019/20 PFK Little John)**

The Council’s External auditors, the Audit Commission, Submits an annual certificate of Audit which is presented to the Council.

**Review of effectiveness**

The Council is responsible for conducting an annual review of the effectiveness of the system of internal control. The review takes account of controls and work done by

- The Council
- The Chairman
- The Clerk
- Internal Auditor
- The Audit Commission.

**Significant Internal Control Issues**

No Significant internal controls have been identified during the previous year but there were questions raised by the external auditors with regard to Risk management processes which are currently being dealt with.

The Council strives constantly to improve all systems of control and as a result of this activity a further major review under the new Clerk will take place during the current financial year and will be implemented by year end.

Mr Colin Townsend ..... Dated.....

**Chairman of the Parish Council**

March 20<sup>th</sup> 2020

Owen J Cullwick ..... Dated .....

**Clerk of the Parish Council**

