

SPRATTON PARISH COUNCIL INTERNAL CONTROL SYSTEM

The following system has been put in place to minimise significant financial and corporate governance risks to Spratton Parish Council.

1. Financial appointments including the Bank signatories, the Internal Scrutineer and the Responsible Financial Officer are agreed at the Annual meeting in May each year.
2. Details of financial transactions (payee, purpose of expenditure, cheque number, amount and statutory provision) are included in the agenda/summons to meetings and this is published at least three clear days before the Council meeting both on the village notice board and on the village website.
3. All financial transactions are approved at Council meetings and minuted. Following Council meetings cheques are checked, signed and cheque stubs and invoices endorsed
4. Quarterly reports showing income and expenditure against budget are presented, discussed and approved at Council meetings.
5. A draft Budget is presented to Council in November each year, showing comparisons with previous years and the current year's actual expenditure. Following discussion at Council, the Budget is finalised so that the Precept can be submitted in accordance with timetable.
6. The RFO and Clerk ensure that amount of the precept received is correct in accordance with the precept request sent to the District Council and this is confirmed through the quarterly financial reporting.
7. The RFO and Clerk ensure that other receipts are received when due and correctly calculated
8. The Clerk is paid monthly by bank transfer and each payment is approved by Council. PAYE is applied and all the relevant returns filed.
9. Appointment of contractors is carried out with reference to the Financial Regulations and minuted accordingly.
10. Councillors and the Clerk should have relevant financial management training and experience. Training opportunities for future development are regularly monitored and undertaken where appropriate.
11. All minutes of meetings are numbered. The master copy is kept on the clerk's computer. Minutes are also posted on the village website.
12. Training opportunities and workshops are all discussed at Council and the Clerk and/or Councillors are encouraged to attend where relevant. Attendees then feedback to subsequent meetings.
13. Councillors sign up to a Code of Conduct annually and the register of interests is reviewed annually and updated throughout the year as necessary. Access to the register of members interests is possible via the village website.

14. The Clerk has a contract of employment. Their performance is reviewed annually and their salary for the coming year is approved by Council. The review includes looking at working arrangements and record keeping and the outcome of the review is discussed at the next Council meeting.
15. The Parish Council has adopted the Freedom of Information code and requests by the public for inspection of Council records are dealt with under this code.
16. The Parish Council subscribe to the NCALC internal audit programme, which is conducted on an annual basis
17. The Parish Council's insurance policy includes a fidelity guarantee limit of £100,000 which adequately covers the annual Precept. The cover provided by the Insurance Policy and the level of premium is reviewed annually.
18. Each agenda includes an item for declaration of member's interests. These are declared verbally and then recorded in the minutes.
19. Details of all financial transactions are methodically recorded.
20. Section 137 expenditure "free resource" is recorded in a separate column within the accounts.
21. VAT returns are submitted on an annual basis. The amount of VAT refunded is checked by the Clerk.
22. The Council's Financial Regulations are reviewed annually by the clerk and council and any amendments are put to Council for approval. The Financial Regulations are published on the village website.
23. The Asset Register, Risk Register and Internal Controls are reviewed annually by the Clerk and the council, the documents presented to Council for approval.

Adopted and Approved 20th June 2017