

BUTLERS MARSTON PARISH COUNCIL

Financial Control and Internal Audit Procedure

Under the Accounts and Audits Regulations 2015, the Responsible Financial Officer (RFO) is responsible for ensuring that the Council's day-to-day finances are run properly, but it falls to Council members to exercise a proper and reasonable degree of control over financial matters.

Butlers Marston Parish Council carries out the following ongoing internal control procedures:

1. The Clerk/RFO provides a bank reconciliation at the end of each quarter to the Internal Controls Councillor who checks and verifies the reconciliation. ~~Bank statements are made available to councillors at each meeting and the Bank statement values are~~ declared on each agenda and verified at each meeting.
2. A list of payments that the Clerk may make over the next year (delegated authority) without pre-approval from the Council is agreed at the ~~annual meeting of council in March or May meeting~~. These payments are ~~either~~ set up via online banking and ~~the value of the payment set up is checked against the invoice before being approved online by a Councillor, before the payment is released, or made by cheque which is signed by the Clerk and 1 Councillor.~~
3. A list of payments made since the previous meeting (under delegated authority) and payments to be made that require authorisation are listed on each agenda for approval by the Council. ~~The invoices are checked against the amounts stated on the agenda and signed by 2 Councillors.~~
4. The Internal Controls Councillor (ICC), with the Clerk / RFO conducts a quarterly review of financial transactions and checks by sampling that transactions and balances are being properly recorded and reported to ensure that:
 - all anticipated income is received
 - payments are properly authorised before they are made
 - the record of receipts and payments is kept up to date
 - that a bank reconciliation is carried out at regular intervals and
5. In October/November the Clerk reviews the financial position for the year to date and draws up a draft Budget as well as the precept demand proposed for the coming year. The Clerk ensures that the draft Budget and Precept are discussed by the Council at a November/December meeting and the final version agreed at a meeting before the end of January.
6. The Clerk ensures that the Council's Financial Regulations and Risk Assessment are reviewed annually, updated if required and re-adopted by the Council.
7. The Council procures Internal Audit (IA) services annually. The IA visits the Council at least once per year and is required to provide a written report of their findings to the Council.

Adopted by the Council on ~~8th May 2024~~
~~20th May 2026~~

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