

CRAKEHALL WITH LANGTHORNE PARISH COUNCIL

INTERNAL CONTROLS

Revised April 2020

Internal Control	Detail	Evidence
Standing Orders	The Council reviewed its Standing Orders in 2020. They will next be reviewed in 2024 or sooner if circumstances require it and will then be formally adopted at a Council meeting. A copy is available online at www.crakehall.org.uk	Minutes
Financial Regulations	The Council reviewed its Financial Regulations in 2020. Thereafter they will be reviewed at least every four years and be formally adopted at a Council meeting. A copy is available online at www.crakehall.org.uk	Minutes
Bookkeeping	The Clerk ensures the cash book is maintained and kept up to date, that the arithmetic is correct and that it is regularly balanced.	Transaction report is presented at each Council meeting. Reviewed at least annually by Internal Audit.
Income Controls	The Clerk ensures the precept recorded agrees to Hambleton District Council's notification and that the amount corresponds to that stated on the bank statement.	Filed notification and bank statement
Payment Controls	Payments are supported by invoices and cheques and online payments are authorised by the Clerk and one of two nominated members of Council.	
Bank Reconciliation	The Clerk performs a bank reconciliation at least monthly.	Distributed to all Councillors prior to each Council meeting
VAT	VAT is recorded and reclaimed quarterly.	VAT return is included in the transaction report presented at the Council meeting
Risk Management	<ul style="list-style-type: none">• The Clerk annually reviews all insurances to ensure they are adequate.• A Risk Assessment is reviewed at least annually (or as required when new risks are identified)• An Asset Register is maintained and correlated each year to	<ul style="list-style-type: none">• Minutes and Notification• Minutes and Notification

	<p>Insurance Requirements</p> <ul style="list-style-type: none"> • Amendments to the control or status of the Council's bank accounts e.g. change of signatories, transfer of monies between accounts etc requires a written notification signed by two authorised members of the Council. 	
Budgetary Control	<ul style="list-style-type: none"> • The Council prepares an annual budget at its November meeting in support of its precept. • The Clerk regularly reports the actual expenditure against budget at each Council meeting. • The Clerk presents a profile of expenditure to the year end at each Council meeting . 	<ul style="list-style-type: none"> • Minutes • Minutes • Minutes

Payroll Controls	<ul style="list-style-type: none"> • The salary calculations are recorded in an Excel document and presented to the Chairman prior to payment of salary. • www.payroo.com is used for payroll and reports to HMRC. • PAYE/NIC is properly operated by the Council. 	<ul style="list-style-type: none"> • Excel document \Finance\Salary\Salary
Asset Controls	<ul style="list-style-type: none"> • The Clerk maintains a register of all material assets. • The Clerk annually reviews the insurance valuations and consults the Council regarding assessment of the insurance policy. • A safety inspection is undertaken annually of the playground equipment by a qualified inspector. • All machinery and equipment owned by the council is regularly serviced and maintained. 	<ul style="list-style-type: none"> • Excel document \Finance\Accounts\Asset Register • Minutes • Inspection report and Minutes • Minutes and recorded in Excel document \Finance\Accounts\Asset Register
Year End Procedures	<p>The accounts are prepared on a receipts and payments basis and an audit trail exists from the financial records to the accounts. The Clerk undertakes a bank reconciliation for the year end, prepares a variance report and completes the Annual Return to present to the Council.</p>	<p>Accounts, Documents and Minutes</p>
Internal Audit	<p>The Council annually reviews the internal audit to ensure standards are being met and that the work of the internal audit is effective.</p>	<ul style="list-style-type: none"> • Minutes • Internal review undertaken by a councillor.