

## **AYLSHAM TOWN COUNCIL INTERNAL CONTROL POLICY**

### **1. SCOPE OF RESPONSIBILITY**

Aylsham Town 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 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.

### **2. THE PURPOSE OF THE SYSTEM OF INTERNAL CONTROL**

The system of internal control is designed to ensure that the council's activities are carried out properly and as intended. Controls will include the checking of routine financial procedures; the examination of financial comparisons; the recording of assets and liabilities; the identification of risk and to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively and economically.

### **3. PERSONNEL INVOLVED WITH THE INTERNAL CONTROL ENVIRONMENT**

#### **3.1 The Council:**

The Council has appointed a Chairman who is responsible for the smooth running of meetings and for ensuring that all Council decisions are lawful. Decisions made should be within the Standing Orders and Financial Regulations laid down and approved by the Council. The Council reviews its obligations and objectives and approves budgets for the following year at its meetings during October to December. The January meeting of the Council approves the level of precept for the following financial year. The Council will receive reports and recommendations from the Effectiveness of Internal Control Working Party. The Council receives a monthly summary financial statement which it approves at its Council meetings. Payments are made in accordance with Standing Orders and Financial Regulations.

#### **3.2 The Effectiveness of Internal Audit Working Party:**

The Council has appointed an Effectiveness of Internal Control Working Party to meet twice yearly following receipt of the Internal Audit Report who will monitor progress against objectives, financial systems and procedures and budgetary control.

The Effectiveness of Internal Control Working Party will review annually the Financial Risk Assessment. The Effectiveness of Internal Control Working Party will make recommendations to the council regarding the appointment of an Internal Auditor.

#### **3.3 Town Clerk and Responsible Finance Officer:**

The Council has appointed a Town Clerk as the Council's advisor and administrator who is also the Responsible Finance Officer. The Council has also appointed a Finance Officer who is responsible for administering the Council's finances. The Town Clerk and Finance Officer are responsible for the day-to-day compliance with laws and regulations that the Council is

subject to and for managing risks. The Town Clerk and Finance Officer also ensure that the Council's procedures, control systems and policies are maintained.

### **3.4 Internal Auditor:**

The Council has appointed an Independent Internal Auditor who reports to the Council on the adequacy of it's:

- Proper bookkeeping arrangements
- Corporate governance, financial regulations and risk management procedures
- Payment, petty cash and salaries procedures
- Precept determination
- Budgetary control
- Income control
- Asset registers
- Investment and loans
- Bank reconciliation
- Financial statements

The Council appoints the Independent Internal Auditor on an annual basis. The Internal Auditor, who is competent and independent, is advised of the scope of the work required by the Council.

### **4. Review of Effectiveness:**

The Council has responsibility for conducting an annual review of the effectiveness of internal control. The review of the effectiveness of internal control is informed by the work and any issues identified by:

- Full Council – identification of new activities
- Effectiveness of Internal Control Working Party – report and recommendations
- Town Clerk and Finance Officer who have responsibility for the development and maintenance of the internal control environment and managing risks
- Independent Internal Auditor who reviews the Council's system of internal control. The Independent Internal Auditor will make written reports to the Council (in addition to the report contained in Section 4 of the Annual Governance and Accountability Return - AGAR)
- The Council's External Auditors, who make the final check using the Annual Return, a form completed and signed by the Responsible Finance Officer, the Town Clerk, the Chairman and the Internal Auditor. The External Auditor issues an annual audit certificate.

Reviewed January 2023

Next Review January 2024