

North Runcton Parish Council

ANNUAL REVIEW OF

THE EFFECTIVENESS OF INTERNAL CONTROL

Internal Control

The system of internal control is designed to reduce the financial risk of the Parish Council to an acceptable level.

Financial Management

The Parish Council has approved a set of financial standing orders which set out the way that the Councils' finances are to be managed. These are reviewed and approved once a year.

Two councillors from the named signatories must sign all cheques and other financial documents. The Clerk may carry out transfers within the Parish Council's bank accounts.

The cheque signatory shall check the supporting document at the time of signing, to ensure that the cheque agrees with the amount of the invoice and initial the invoice to evidence this. The cheque stub should also be initialled to record that the name on the cheque stub is the same as that on the cheque.

At year end, the Chairman shall ensure that the cash book totals are reconciled to the year end bank statements and shall sign the cashbook as evidence of this check. A member of the Council shall review the bank reconciliation once a month and shall sign the reconciliation.

The Clerk is the responsible finance officer (RFO) and is responsible for the day-to-day financial management of the Council. The duties of the RFO are reviewed and approved once a year as stated in the financial standing orders. The RFO shall report all payments to the Council.

Internal Audit

The Council has appointed an independent and competent internal auditor and carries out a review of the effectiveness of the internal audit once a year. The auditor reports his findings to the full Council and completes Section 4 of the Annual Return.

External Audit

The Council's external auditors are PKF Littlejohn, who complete Section 3 of the Annual Return; their comments and recommendations are reported to the Parish Council.

Review

This review shall be carried out once a year and recorded in the Council's minutes.

Signed*K Fuller*.....

Date8th July 2025.....

Chairman

SignedR Curtis.....

Date8th July 2025.....

RFO

Next Review July 2026