

METFIELD PARISH COUNCIL

INTERNAL CONTROL STATEMENT

1. SCOPE

Metfield Parish 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.

The council is 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 manage risk to a reasonable level rather than to eliminate all risk of failure to achieve policies, aims and objectives; it can, therefore, only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an on-going process designed to identify and prioritise the risks to the achievement of the Council's policies, aims and objectives, 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. THE INTERNAL CONTROL ENVIRONMENT

The Council:

The council reviews its obligations and objectives and approves budgets for the following year at its November meeting. The November meeting of the council approves the level of precept for the following financial year.

Councillors have the opportunity to review a bank reconciliation at each Council meeting.

The full council meets six times each year and monitors progress against its aims and objectives at each meeting by receiving relevant reports from the clerk.

The council carries out regular reviews of its internal controls, systems and procedures. See attached Report.

Clerk to the Council and Responsible Finance Officer:

The Council has appointed a Clerk to the Council who acts as the Council's advisor and administrator. The Clerk is the Council's Responsible Financial Officer and is responsible for administering the Council's finances. The Clerk is responsible for advising on the day to day compliance with laws and regulations that the Council is subject to and for managing risks. The Clerk also provides advice to help the Council ensure that its procedures, control systems and policies are adhered to.

Payments:

All payments are reported to members of the council, together with the invoice, for approval of payment. Where payment is required between meetings, at least four members must assent to the payment. The clerk will then originate a payment for confirmation by a councillor authorised by the bank mandate. At meetings, payment will be confirmed by vote. All authorised signatories are members of the Council. No officer of the Council can sign cheques or authorise payments. Where delegation permits payments to a

committee (if constituted) or to officers between meetings [as per s.101(1)(a) of the Local Government Act of 1972 and the Council's Financial Regulations] a report will be provided to the next full Council.

Income:

All income is received and banked in the council's name on a gross basis (not netted against expenditure) in a timely manner and reported to the council.

Risk Assessments/Risk Management:

The council reviews its risk assessment annually and regularly reviews its systems and controls.

Internal Audit:

The council appoints an independent and competent internal auditor who reports to the council on an annual basis on the adequacy of its:

- Records
- Procedures
- Systems
- Internal control
- Regulations
- Risk management

External Audit:

The Council's external auditors will submit an annual certificate of audit which is presented to the Council unless the Council has declared itself eligible for exemption from external audit.

4. REVIEW OF EFFECTIVENESS

The council has responsibility for conducting an annual review of the effectiveness of the system of internal control, which should include a review of the effectiveness of internal audit. The results of that review must be considered by the Council, which should also approve the Statement of Internal Control.

Date of adoption: 9 March 2026	Chair: P D Mortimer
Date of next review: 2027	Clerk: S C Blackburn