

# **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 value is 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 May. These payments are either set up via online banking and approved 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.