

Statement on Internal Controls

Policy Number: RTC 05	Issue Number: 02
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Originator: Jayne Simpson	Agreed: RTC Annual Meeting 16 th May 2023

BACKGROUND

POLICY

Ripley Town Council has adopted this Statement of Internal Controls to provide a sound structure to the way it conducts its business

STATEMENT ON INTERNAL CONTROL FOR THE YEAR ENDING 31st MARCH 2023

1. SCOPE OF RESPONSIBILITY

The Ripley Town Council (the Council) is responsible for ensuring that its business is conducted in accordance with the law and proper standards, 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 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 ongoing 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.

The system of internal control has been in place at the Council for the year ended 31 March 2017 and up to the date of approval of the annual report and accounts and, except for the details of significant internal control issues accords with proper practice.

3. THE INTERNAL CONTROL ENVIRONMENT

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.

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.

The Council has appointed a Finance Committee who monitor progress against objectives, financial systems and procedures, budgetary control and carry out regular reviews of financial matters. The recommendations from meetings of the Finance Committee are reported to and approved by the Council.

The full Council meets a minimum of ten 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 annual reviews of its internal controls, systems and procedures.

Clerk to the Council / Responsible Financial 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 the day to day compliance with laws and regulations that the Council is subject to and for managing risks. The Clerk also ensures that the Council's procedures, control systems and policies are adhered to.

Payments:

All payments are reported to the Council for approval. Two Members of the Council and the Clerk will countersign every cheque and if a BACS payment is checked and authorised by two Councillors.

Risk Assessments / Risk Management:

The Council carries out regular risk assessments in respect of actions and regularly reviews its systems and controls.

Internal Audit:

The Council has appointed an Independent Internal Auditor who reported to the Council on the adequacy of its:

Records

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

The effectiveness of the internal audit system is reviewed annually.

External Audit:

The Council's External Auditors, PJK Littlejohn, submit an annual Certificate of Audit, which is presented to the Council.