

**BRYMPTON PARISH COUNCIL
STATEMENT OF INTERNAL CONTROL
FOR THE YEAR ENDING 31st MARCH 2017**

1. Scope of Responsibility

Brympton 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.

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 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

Council

The Council has appointed a Chairman who is responsible for the smooth running of its meetings and for ensuring that all Council decisions are lawful. The Council reviews its obligations and objectives and budgets and the level of precept required for the following year at its January Meeting.

Clerk

The Council is presented with quarterly budget reviews and bank reconciliations for signature.

Councillors

Three Councillors are chosen on a random basis each month who are responsible for checking :-

- All documentation relating to the payments that will be present to council for approval at the parish council meeting
- Cheque book and the prepared cheques for the parish council meeting.

One Councillor is chosen on a random basis each month and is responsible for checking:-

- Bank statements
- Monthly reconciliation of the bank statements against the reported balance as detailed on the previous months finance sheet.
- Quarterly reconciliation of the bank statements to be carried out by a bank account non-signatory.

Financial Officer

The Council has appointed a Clerk of 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 approved by Council. Three Members of Council sign every cheque as detailed in financial regulations.

Standing Orders: Three regular monthly payments are made by Standing Order, being the Clerks salary and also to the Abbey Community Association separately for office rent and meeting room hire.

Direct Debit: It was resolved to pay the quarterly telephone bill by direct debit as bills did not coincide with parish council meetings and could incur additional charges for late payment. The Parish Council also pays the Information Commissioner annually by direct debit following a direct request.

The reasons for the Standing Order and Direct Debit are still valid and current.

Risk Assessments/Risk Management

The Council annually reviews its risk assessments in respect of its activities and r reviews its system and controls.

Internal Audit

The Council has appointed an independent Internal Auditor (Mr T P Colgan) who reports to the Council on the adequacy of its systems and procedures, internal controls and risk management and its reviews of these matters. The effectiveness of internal audit is reviewed annually.

External Audit

The Council's External Auditors submits an annual Certificate of Audit which is presented to the Council.

4. Review of Effectiveness

The review of the effectiveness of the system of internal control is informed by:

- The Council
- The Clerk/RFO who has responsibility for the design and maintenance of the internal control environment and managing risk
- The independent Internal Auditor who reviews the Council's systems of internal control
- The Council's External Auditors who make the final check using the Annual Return, a form completed and signed by the RFO, the Chairman and Internal Auditor

5. Significant Internal Control Issues

No significant internal control issues have been raised.

Chairman

Clerk

26th April 2017