



Statement of Internal Control

Scope & Responsibility

Dunkeswell Parish Council is a local authority largely funded by public money and is responsible for ensuring that its business is conducted in accordance with the law, proper standards and that public money is safeguarded and properly accounted for and used efficiently and effectively. In carrying out its responsibilities the Council must ensure that it has a policy of Internal controls to facilitate the effectiveness of the Council's functions, including managing risks.

The purpose of the system of Internal Control

The internal Control policy sets out how the Council manages minimising risks (it cannot remove all risk) in its activities and business.

In order to do this the Council will

- Identify & prioritise the risks to the achievement of the Councils policies, aim and objectives.
- Evaluate the likelihood of those risks being realised and the impact should they be realised.
- Manage the risk efficiently, effectively and economically.

This system was adopted by Dunkeswell Parish Council on April 15th 2019 and accords with proper practice as set out in the practitioners guide to governance and Accountability in Local Councils (2018 edition)

The Councils Internal Controls

The Council

- The Council has elected a Chairman who is responsible for the smooth running of Meetings
- The Council reviews its obligations and objectives and approves a budget for each financial year which enables the Precept calculation to be completed.

The Council monitors progress against objectives, financial systems and procedures, budgetary control and carries out regular reviews of financial matters. One meeting a month is held, a full Council meeting on the 3rd Monday of each month, (the exceptions to this are in May, when the Annual Parish Meeting is held usually on the 3rd Monday,



following a short Council meeting or maybe arranged for different day in May & In December when the meeting maybe earlier in the month.). The Council also monitors progress by receiving relevant reports from County and District Councillors and from the Police.

No expenditure or virement to the budget can be incurred unless authorised by full Council.

The Council review this document yearly or as required and resolve to adopt it.

Clerk to the Council/Responsible Finance Officer (RFO)

Minutes March 2018 - Clerk approved, Date of Commencement 12th March 2018

The Council has appointed a Clerk to the Council who acts as the Councils advisor & administrator. The Clerk is the Councils Responsible Finance Officer and is responsible for the management and administration of the Council 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 its procedures, control systems and policies are adhered to.

Payments

Authorisation -

- All expenditure must be authorised by the Council (or by a committee having delegated authority).
- The Clerk is not a signatory

Recording/reporting -

- All payments & receipts are entered into the accounting system.
- All payments and receipts are reported to Council via the agenda/minutes, for agreement
- A copy of all payments is kept with the invoices on a monthly basis
- The bank statement is reconciled monthly

Method of Payment -

- Payments are made either via BAC's Bank transfer or Cheque (Internet Banking commenced March 2023)
- The Council currently has one Direct Debit set up on it's account for regular payment
- Cheque Payments - The signatories check each cheque for payment against the relevant invoice, signing the cheque and cheque book stub.
- Internet Payments - Council approve the payments at the meeting and this is minuted, Clerk posts the payments online and a Councillor/signatory approves it separately, checking against a list taken directly from the minutes.



Dunkeswell

Parish Council

Mandate -

- Two members of the Council must authorise/sign each cheque, for internet banking/ BAC's payments, the clerk posts the payment online and this is then approved by a Councillor as a separate action being checked against the minutes/invoices

Reconciliation -

- The clerk reconciles the Bank statement monthly, The clerk provides a quarterly report for the Council to check.

Contracts -

- Procedure for contracts are laid down in the Councils Standing Orders and Financial Regulations. The Council oversees all contract procedures.

Internal Audit -

- The Council have appointed Mrs Alison Marshall, Local Council Administration Services, as its independent Internal Auditor until further notice who will report to the Council on the adequacy of it's records, procedures, systems, internal controls and risk management. The effectiveness of the Internal Audit is reviewed annually.

External Audit -

- The Council have been appointed External Auditor PKF Littlejohn until further notice. Following completion of External Audit the Annual Certificate of Audit is provided, which is presented to the Council.

Review of Effectiveness -

Dunkeswell Parish Council has responsibility for conducting an annual review of the effectiveness of its system of internal controls. The review of the effectiveness of the system of internal control is monitored and informed by:

- The Clerk to the Council/Responsible Finance Officer
- The work of Officers within the Council reporting to the Parish Clerk (Responsible Finance Officer)
- The work of the Independent Internal Auditor
- The External Auditors through the Annual Return and their annual letter.
- The number of significant issues that are raised throughout the year.