



Statement of Internal Control

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| 1.0 | 23 January 2019 | M Harper | For review and agreement at Resources meeting 23 Jan 2019 for approval at PC meeting |
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| 1.2 | 22 July 2020 | M Harper | For review and agreement at Resources meeting 22 July 2020 for approval at PC meeting |
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Danbury Parish Council - Statement of Internal Control

1. Scope and Responsibility

Danbury Parish 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. The Parish Council is responsible for ensuring that there is a sound system of internal control which includes the management of risk.

2. Purpose of the System of Internal Control

The system of Internal Control is designed to manage risk and does not eliminate all risk of failure to achieve, policies, aims and objectiveness. The system of internal control is based on an on-going process designed to evaluate the likelihood of those risks being realised and the impact should they occur and to manage them effectively.

3. Internal Control Framework

The system of Internal Control is based on a framework consisting of the Code of Conduct and internal regulations including financial regulations and procedures. It is further enhanced by the Parish Clerk providing regular financial information to the Resources Committee including:

- Comprehensive budgeting systems projecting and evaluating
- Monthly budget reports of expenditure against budget
- Bank Statements checked at Resources Committee by a different councillor against the monies at the bank
- Checking payments at the Resources Committee and second signatory signing off payments to be made

4. Review of Effectiveness

The Council has responsibility, at least annually, to undertake a review of the effectiveness of the system of internal control.

- This is completed by the Resources Committee with the Parish Clerk/Responsible Financial Officer
- This is checked by the Internal Auditor and the External Auditor
- This information is available to any other Review Agencies