

Lanteglos by Fowey Parish Council

Statement of Internal Control

Introduction

Lanteglos by Fowey Parish Council (the Council) is a local authority funded largely by public money and is responsible for ensuring its financial business is conducted in accordance with the law and proper standards, and that public money is safeguarded, 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.

The Council is required to review the effectiveness of its system of financial control. This is informed by the work of the internal auditor and the Full Council who have responsibility for the development and maintenance of the internal audit environment and also any comments made by the external auditors in their annual report.

The Purpose of the System of Internal Control

The Council's system of internal control is designed to manage risk to a reasonable level rather than to eliminate all risk of failure. It cannot provide an absolute assurance of effectiveness. The system of internal control is based on an ongoing process designed to identify and prioritise the risks to policies, aims and objectives, to evaluate the likelihood of those risks being realised, and the impact should they be realised and to manage them effectively and economically.

The system of internal control accords with the practices set out in the Governance and Accountability in Local Councils: A Practitioners' Guide (2011 edition).

The Internal Control Environment

The Council has adopted Financial Regulations which set parameters for the Council's financial operations. The Council has appointed a Responsible Finance Officer who implements financial systems and controls.

The Council uses Excel spreadsheets to process transactions and monitor performance against budget. Payroll services are provided internally. Banking services are provided by Barclays Bank. An independent internal audit service is provided by Mr Steve Hudson and the Council's internal monitoring is undertaken by members of the Full Council.

Any issues raised by the Internal Auditor are reported in writing to the Council and agreed actions are monitored to ensure that they have been carried out and actioned within agreed timescales. Additionally, the Council seeks and receives appropriate property, legal, insurance, and health and safety advice as appropriate to manage risk.

The Council is responsible for:

- Establishing and monitoring the achievements of the authority's objectives
- The implementation of policy and decision making
- Ensuring compliance with established policies, procedures, laws and regulations
- Identification and management of risk
- Ensuring that best value and value for money are achieved in all purchases
- Ensuring all committees receive regular and up to date reports on financial activities under their direction
- Ensuring performance is regularly monitored against financial and operational budgets
- Control and reports on the financial management of the Council

Review of Effectiveness

The Council through the Responsible Finance Officer has responsibility for conducting a review of the effectiveness of the system of internal control and the internal audit process.

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

- The Responsible Finance Officer.
- The Parish Clerk is the Council's Responsible Finance Officer who acts as the Council's legal advisor and administrator. The Clerk is responsible for administering the Council's finances, for advising on compliance with laws and regulations, which the Council is subject to, and for managing risks. The Clerk also provides advice to help the Council ensure that its procedures, control systems and policies are adhered to.
- Members of the Full Council monitor progress against objectives, financial systems and procedures, budgetary control, and carry out regular reviews of financial matters. The full council meets 10 times each year. The bank statements and bank reconciliation are circulated to all Members ahead of each Full Council meeting.
- The impact of the current pandemic on Council business and finances was considered by Members at their June 2020 meeting (Minute 51c/2020 refers).
- The work of the Internal Auditor. The Internal Auditor, an independent person specialising in local council matters, reports to the Council on the adequacy of its records, procedures, systems, internal control and risk management.
- The External Auditors in their annual report.

Any concerns about the effectiveness of the system of internal control are investigated and action taken as appropriate.

**Adopted 23rd February 2016.
Minute 025a/2016**

**Re-adopted 26th June 2018
Minute 84b/2018.**

**Re-adopted 25th June 2019
Minute 81b/2019.**

**Re-adopted 28th September 2020
Minute 91b/2020.**

**Re-adopted 25th January 2022
Minute 20b/2020.**