

Burstwick Parish Council: Review of Internal Control procedures 2024-25

Section 1: Annual Governance Statement 2024-25

Assertion 2: We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness

Assertion	Notes	Yes	No	Action needed if no
Standing Orders and Financial Regulations				
The authority needs to have in place standing orders and financial regulations governing how it operates. Financial regulations need to incorporate provisions for securing competition and regulating the way tenders are invited. These need to be regularly reviewed, fit for purpose, and adhered to.	Standings Orders in place. Next review June 2025. Financial Regs in place. Next reviewed April 2024.	✓		
Safe and efficient arrangements to safeguard public money.				
Practical and resilient arrangements need to exist covering how the authority orders goods and services, incurs liabilities, manages debtors, makes payments and handles receipts				
Budget is set in November each year for the following financial year.	Regularly monitored through the year.	✓		
RFO in place and has responsibility for finance.	Clerk is RFO.	✓		
Controls are stated in Standing Orders and Financial Regs.		✓		
Cash book is kept, entries made monthly and balanced to the bank statements via reconciliation.	Clerk circulates bank reconciliation monthly.	✓		
Cheques are banked promptly and cash is banked intact.	As evidenced in bank statements.	✓		
Receipts are written for all cheques and cash received.	Receipt books are available for inspection and are submitted for internal audit	✓		
No petty cash.	Clerk uses business credit card for purchases up to the value of £50 per month to cover stationery and stamps.	✓		
No payments made until schedule approved by full council.	Invoices are signed by two people once schedule of payments is approved.	✓		
Cheques signed by two people.		✓		

Bill payment sheets are signed by two people.		✓		
Clerk makes payments online.	Once payments are made as per the schedule, a copy of bank statement is attached to the bank reconciliation.	✓		
Approval sought for setting up or changes to bank accounts.	Clerk asks council for approval e.g. setting up or amending Standing Orders to pay staff salaries.	✓		
Corporate credit cards to have defined limit and be cleared monthly by direct debit from the bank account.	Credit card limit is £1000 and is cleared by DD, clerk given set limits for expenditure.	✓		
To approve every bank mandate and any subsequent changes.	Mandates reviewed regularly. NS&I and HSBC changes are in hand as at March 2024.	✓		
Risk assessment and financial controls in place.	Risk assessment in place, reviewed annually.	✓		
Employment				
Remuneration payable to all employees needs to be approved in advance by the authority	Clerk and VH clerk paid fixed salary each month by Standing Order, gardeners wage varies each month, amounts sent out in supporting papers pack.	✓		
Suitable payroll arrangements in place that identifies PAYE / NI.	Payroll provided by Glazik Kershaw accountants, Hedon.	✓		
Met pension liabilities.	No staff earn enough to be auto enrolled into a workplace pension. To be checked April 2024.	✓		
Employers liability insurance in place including fidelity guarantee.	Yes and is reviewed annually.			
VAT				
The authority needs to have robust arrangements in place for handling its responsibilities with regard to VAT.	Council doesn't charge VAT on its services; however, council reclaims VAT on purchases made that are of a non-business category.	✓		

Fixed Assets and equipment				
Appropriate insurance cover in place and reviewed annually.	Insurance cover is reviewed and purchased in November.	✓		
The authority's assets need to be secured, properly maintained and efficiently managed.	Asset register in place and reviewed annually in May meeting. Regular checks are carried out at key sites Insurance policy in place.	✓		
Appropriate procedures need to be followed for any asset disposal and for the use of any resulting capital receipt.	A record of disposed assets is kept.	✓		
Document retention				
A retention schedule is in place, schedule is reviewed annually; documents are either securely destroyed, retained in the filing cabinet or deposited in the County archives.		✓		
Loans and long-term liabilities				
Authorities need to ensure that any loan or similar commitment is only entered into after the authority is satisfied that it can be afforded and that relevant approvals have been obtained. Proper arrangements need to be in place to ensure that funds are available to make repayments of capital and any associated interest and other liabilities.	The Council has no loans. A loan may be required in the future in order to purchase cemetery land.			

Reviewed on 26/3/2024 Minute no: 2024/03/14