IDE PARISH COUNCIL - STATEMENT ON INTERNAL CONTROL FOR THE YEAR ENDING 31 MARCH 2022

1. SCOPE OF RESPONSIBILITY

Ide Parish Council is a local authority funded largely by public money. It 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. In discharging this responsibility, the Council ensures that there is a system of internal control which facilitates the effective exercise of the Council's functions and 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, not to eliminate all risk of failure to achieve policies, aims and objectives. It can provide reasonable but not absolute assurance of effectiveness. It relies on processes to:

a) identify and prioritise the risks to the achievement of the Council's policies, aims and objectives
b) evaluate the likelihood of those risks being realised and the impact should they be realised
c) manage them efficiently, effectively and economically.

The system of internal control has been in place at the Council for the year ended 31 March 2022 and up to the date of approval of the annual report and accounts; and accords with proper practice as set out in *The Practitioners' Guide* issued by the Joint Panel on Accountability and Governance (JPAG), March 2020.

3. THE COUNCIL'S INTERNAL CONTROLS

a) **The Council**

The Council has elected a Chair who is responsible for the smooth running of meetings.
The Council reviews its obligations and objectives and approves a budget for the coming financial year which enables the precept calculation to be made.

The Council monitors progress against objectives, financial systems and procedures, exercises budgetary control and carries out regular reviews of financial matters. The Council meets every two months on a Wednesday evening, when it receives the minutes of the previous meeting(s). The Council monitors progress by receiving reports from its Planning Committee, Working Groups, and County and District Councillors.
The Council holds four Lloyds Bank current accounts: Main Treasurer's Current account; Reserve Account; Weir Meadow Recreation Ground account; Pynes Community Orchard account.
No expenditure may be incurred other than by authority delegated to the Clerk or by agreement of Council.
Virement, from budget line to budget line, can be approved by full Council if deemed necessary and appropriate.
The Council carries out regular reviews of its internal controls, systems and procedures.

b) **Clerk to the Council / Responsible Finance Officer**

The Council has appointed a Clerk to the Council who acts as the Council's advisor and administrator. The Clerk is the Council's Responsible Financial Officer and is responsible for the management and administration of the Council's finances. The Clerk is responsible for advising on the day to day compliance

12 July 2022 N Bradley