



LONGWICK CUM ILMER PARISH COUNCIL

INTERNAL CONTROLS POLICY

1. **Purpose:** This policy establishes the internal control framework used by Longwick cum Ilmer Parish Council to ensure transparency, accountability, and effective stewardship of public funds. These controls support the Annual Governance Statement and ensure compliance with statutory requirements
2. **Financial Management:**
 - All financial transactions must be properly recorded and supported by appropriate documentation.
 - The Responsible Financial Officer (RFO) maintains the accounting records and prepares financial reports.
 - Bank reconciliations are completed monthly by the RFO and reviewed by a councillor on a quarterly basis.
 - Payments require dual authorisation from approved bank signatories.
 - A schedule of payments is presented to Full Council for approval.
 - Quarterly budget monitoring reports are presented to the Council.
 - Access to online banking is restricted to authorised personnel in accordance with Financial Regulations.
3. **Budgeting and Expenditure:**
 - An annual budget is prepared by the RFO and approved by Full Council before the start of the financial year.
 - Expenditure must align with the approved budget and be authorised in accordance with Financial Regulations.
 - All invoices must be checked for accuracy and validity before payment.
4. **Procurement:**
 - Purchases above the thresholds set in Financial Regulations require multiple quotations to ensure value for money.
 - All contracts and agreements must be reviewed and approved by the Council before signing.
 - Officers and councillors must declare any conflicts of interest.
5. **Asset Management:**
 - The Council maintains an up-to-date asset register, reviewed at least annually.
 - Regular inspections and maintenance are carried out on Council-owned assets.
 - Insurance cover is reviewed annually to ensure adequate protection.
6. **Risk Management:**
 - The Council reviews its risk assessment annually and implements measures to mitigate identified risks.
 - Adequate insurance is maintained for assets, public liability, employer liability, and fidelity guarantee.
 - Internal controls are reviewed by the Internal Auditor as part of the annual audit process.
7. **Governance and Compliance:**
 - Councillors must adhere to the Code of Conduct and declare interests where appropriate.
 - The Council will comply with all statutory obligations, including audit, publication, and reporting requirements.
 - Data protection and confidentiality requirements must be followed at all times.
8. **Monitoring and Review:**
 - This policy will be reviewed annually to ensure its effectiveness and relevance.
 - Any amendments must be approved by Full Council.
 - The effectiveness of internal controls will be considered when completing the Annual Governance Statement