

# FLORE PARISH COUNCIL

## Procedures for Financial Controls and Internal Audit

Under the Accounts and Audits Regulations 2003, it is the Responsible Financial Officer's (RFO's) responsibility to ensure that the Council's day-to-day finances are run properly, but it falls to Council members to exercise a proper and reasonable degree of control over financial matters. This task is delegated to the Internal Controls Councillor (ICC).

The ICC checks, by monthly sampling that;

- all anticipated income is received
- expenditure is broadly in line with budgets
- expenses are properly authorised before payment is made
- the record of receipts and payments is kept up to date and that a bank reconciliation is carried out at regular intervals

Any anomalies are resolved with the Clerk / RFO and the ICC then presents a full Financial Report to members, at the monthly Council meeting. There is a further legal requirement that sits above the internal controls system for the Council to put in place an adequate and effective system of internal audit of its accounting and internal control systems. This is achieved through the appointment of an independent internal auditor (IA) who must be both competent and conversant with the regime of local government finance. The Council currently meets its obligation in this respect by using the Internal Audit Service of Northants County Association of Local Councils (NCALC). The IA checks, by sampling that the internal controls are adequate and working. The IA visits at least once per year - more frequently if the Council requests - and the Audit Report forms part of the Annual Return.

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Chairman

Adopted at Flore Parish Council Meeting  
19<sup>th</sup> March, 2012