

HOPTON AND COTON PARISH COUNCIL (HPC)

SYLVIA GIBSON (CLERK) June 2019

INTERNAL CONTROL PROCEDURES

CATEGORY	DETAIL	STEPS ALREADY TAKEN TO MEET THESE OBJECTIVES	FUTURE ACTIONS
Standing Orders and Financial Regulations	HPC needs to have in place standing orders(SO's) and financial regulations (FRs) governing how it operates. FRs need to incorporate provisions for securing competition and regulating the manner in which tenders are invited. Controls over money are embedded in both documents. These need to be regularly reviewed, fit for purpose and adhered to	Two Councillors sign each cheque and stub 11.4.16 Standing orders and Financial Regulations reviewed and new arrangements for the payment of Petty Cash 7.12.16 The formal acceptance of a tender for services (Vision ICT) 7.12.16 The minimum requirements of any contract that HPC enters into, are formulated	Standing Orders are due to be reviewed in June 2017. Financial Regulations are due to be reviewed in September 2017
Safe and efficient arrangements to safeguard public money	Practical and resilient arrangements need to exist covering how HPC orders goods and services, incurs liabilities, manages debtors, makes payments and handles receipts. HPC needs to approve the setting up of, and any changes to, bank accounts. HPC needs to approve bank mandates and the list of signatories. An effective Risk Assessment needs to be in place. The RFO needs to undertake appropriate training	The Clerk is the RFO (Responsible Financial Officer) and has formal responsibility for financial affairs. At every council meeting payments are put forward for authorisation. The day after a meeting, all monies and cheques are paid into the bank and ledgers (hard copy or on computer) are updated plus the following: 11.8.16 Introduction of "ground rules for contractors" 11.8.16 A contractor is chosen following the submission of five quotations 7.12.16 HPC's banking arrangements came under review 7.12.16 New Risk Assessment ratified Throughout February and March of 2017, the signatories on both accounts were changed to reflect the fact that some signatories are no longer on the council	The Risk Assessment is due to be reviewed in July 2017

Employment	Remuneration needs to be approved by HPC. There needs to be robust payroll arrangements which cover the accuracy and legitimacy of payments of salaries. HPC needs to ensure that it has complied with its duties under employment legislation and has met its pensions obligations	29.6.16 The pay rise recommended by NALC and SLCC is considered 18.1.17 A review of rate of pay and number of hours worked concerning the Clerk during an extraordinary meeting of the full council	
VAT	HPC needs to have robust arrangements in place for handling its responsibilities with regard to VAT	A VAT return is submitted twice a year. Every conference the Clerk attends (twice a year so far) VAT legislation is the subject of a lecture in case there are changes to the law	
Fixed Assets and Equipment	HPC's assets need to be secured, properly maintained and efficiently managed.	3.2.16 Meeting with village halls advisor 7.9.16 Security issues at village hall considered 21.9.16 Playground inspection 19.10.16 Review of Asset Register 1.2.17 Tree-cutting and grass mowing considered and tradesmen chosen Resolution to upgrade electrics at hall 1.3.17 Decision to employ a structural engineer to look at safety issues at hall	
Loans and long-term liability	HPC needs to ensure that any loan is only entered into after it is satisfied that it can be afforded. 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	n/a at the moment	
Review of effectiveness	Each financial year, HPC must conduct a review of the effectiveness of its system of internal control. The review needs to inform HPC's preparation of its Annual Governance Statement		An internal control procedures document is due to be introduced on 5.4.17 and reviewed on October 4th