



Statement of Internal Control

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Danbury Parish Council - Statement of Internal Control

1. Scope and Responsibility

Danbury Parish Council is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for, and used economically, efficiently and effectively. The Parish Council is responsible for ensuring that there is a sound system of internal control which includes the management of risk.

2. Purpose of the System of Internal Control

The system of Internal Control is designed to manage risk and does not eliminate all risk of failure to achieve, policies, aims and objectiveness. The system of internal control is based on an on-going process designed to evaluate the likelihood of those risks being realised and the impact should they occur and to manage them effectively. The system of control has been in place and continues and has been reviewed in July 2020.

3. Internal Control Framework

The system of Internal Control is based on a framework consisting of the Code of Conduct, internal regulations including financial regulations and procedures. It is further enhanced by the Parish Clerk providing regular financial information to the Resources Committee including:

- Comprehensive budgeting systems projecting and evaluating
- Quarterly budget reports expenditure against budget
- Bank Statements checked at Resources Committee by a different councillor against the monies at the bank
- Checking payments at the Resources Committee and second signatory signing off payments to be made

4. Review of Effectiveness

The Council has responsibility at least annually to undertake a review of the effectiveness of the system of internal control.

- This is completed by the Resources Committee.
- The Parish Clerk/Responsible Financial Officer
- The Internal Auditor
- The External Auditor
- Any other Review Agencies