

## **Annual Review of the Effectiveness of Internal Control**

**Internal Control:** - Fritton with St Olaves Parish Council has approved financial standing orders which set out the way that Council's finances are to be managed which are approved annually.

Two signatories out of four sign all cheques and other financial documents. The clerk/ RFO shall have the delegated authority to make all payments that are due if a Parish Council meeting has been cancelled for any reason. All payments will then be reported to Council as soon as possible.

The cheque signatories shall check each invoice to ensure all payment details are correct including the amount and payee . The cheque stub will also be initialled to record that the Councilors names on the cheque stub that have authorized the payment.

The Parish Council has approved one Councillor as the Internal Control Officer for the Council (this Councillor will not be one of the signatories). This Councillor will check the bank reconciliations plus check that the payments on the bank statement match up to the cash book, payment sheet and cheque stub.

The clerk is the responsible financial officer and is responsible for the day-to-day financial management of the Council and will report all payments to the Council.

**Internal audit** - The Council has appointed an independent and competent internal auditor and carries out a review of the effectiveness of the internal audit once a year, completes Section 4 of the Annual Return.

**External audit** - The Council's external auditors are PKF, the Parish Council income and expenditure is less than £20,000 the Parish Council has declared themselves as exempt from having to undertake an external audit, the completed signed exemption certificate is emailed to the External Auditors.

This review shall be carried out once a year and recorded in the Council's minutes.