



BITTON PARISH COUNCIL

www.bittonparishcouncil.gov.uk

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INTERNAL CONTROL PROCEDURE

For the Period 1 April 2023 – 31 March 2024

1. Scope of the Responsibility

Bitton Parish Council is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and public money is safeguarded and properly accounted for, and used economically, efficiently and effectively.

In discharging this overall responsibility, the Council is also responsible for ensuring that there is a sound system of internal control which facilitates the effective exercise of the Council's functions and which includes arrangements for the management of risk.

2. The Purpose of the System of Internal Control

The system of internal control is designed to manage risk to a reasonable level rather than to eliminate all risk of failure to achieve policies, aims and objectives. It can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an ongoing process designed to identify and prioritise the risks to the achievement of the Council's policies, aims and objectives to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively and economically.

The system of internal control is in place at the Council from date of approval for the year ended 31 March 2024 and up to the date of approval of the annual report and accounts in accordance with proper practice.

3 The Internal Control Environment

3.1 The Council

- * The Council has appointed a Chair who is responsible for the smooth running of meetings and for ensuring all Council decisions are lawful.
- * The Council reviews its obligations and objectives and approves budgets for the following year at its November and December meetings. The December meeting of the Council approves the level of precept for the following financial year.
- * The Council monitors progress against objectives, financial systems and procedures, budgetary control and carries out regular reviews of financial matters.
- * The Full Council normally meets 11 times each year and monitors progress against its aims and objectives at each meeting by receiving relevant reports from the Clerk.
- * The Council carries out regular reviews of its internal controls, systems and procedures.

3.2 The Clerk to the Council & Responsible Financial Officer

- * The Council has appointed a Clerk to the Council who acts as the Council's advisor and administrator. The Clerk is the Council's Responsible Financial Officer and is responsible for administering the Council's finances. The Clerk is responsible for the day to day compliance with laws and regulations that the Council is subject to and for managing risks. The Clerk also ensures that the Council's procedures, control systems and policies are adhered to.

3.3 Payments

- * All payments are reported to the Council for approval. The Chair of the Council must authorise all payments.

3.4 Risk Assessments / Risk Management

- * The Council Carries out Regular Risk Assessment in respect of actions and regularly reviews its systems and controls.

3.5 Internal Audit

- * The Council has appointed South Gloucestershire Council as its independent Internal Auditor for the year 2023/24 who will report to the Council on the accuracy of its records, procedures, systems, internal controls and risk management. The effectiveness of the internal audit is reviewed annually.

3.6 External Audit

- * The Council has been appointed External Auditor BDO LLP until further notice. Following completion of the External Audit the annual Certificate of Audit is provided, which is presented to the Council.

4. Review of the Statement

This statement was accepted by the Parish Council at its meeting on 11 April 2023 and will be reviewed annually.

Signed



Chair