

LAPWORTH PARISH COUNCIL

SYSTEM OF INTERNAL CONTROL

SCOPE OF RESPONSIBILITY

Lapworth Parish Council is responsible for ensuring that its business is conducted in accordance with the law and proper standard, and that 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 and for reviewing the effectiveness of internal audit.

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 INTERNAL CONTROL ENVIRONMENT	
THE COUNCIL	STATUS
The Council appoints a Chairman who is responsible for ensuring that all Council meetings are run in accordance with the Council's Standing Orders.	9.5.23
The Council reviews its obligations and objectives and approves the budget and precept for the following year at the January meeting.	8.1.24 for 2024/25 financial year
The Council carries out regular reviews of its Internal Controls procedures.	11.3.24
The Council appoints an Internal Controls Councillor.	9.5.23
The Internal Controls Councillors carries out regular internal control checks	Quarterly – minuted
Tenders are sought in accordance with Finance Regulations to ensure that the Parish Council offers value for money.	YES
THE CLERK/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.	YES
The Clerk should hold or be working towards a CiLCA certificate.	YES

