

## **Standish Parish Council 2025 internal control policy**

### **Internal controls overview:**

Ensures council processes operate as safely and effectively as designed.

### **Measures are required to:**

- ensure prompt, accurate recording
- prevent and detect error or fraud
- allow reconstitution of lost records
- ensure risk is managed

### ***Reg 4(4), Accounts & Audit Regs 2015***

### **Actions:**

- Division/identification of duties (prevents)
- Reconciliation between records (detects)
- Checking & authorizing (prevents)
- Reporting & monitoring (detects)
- Safes, passwords, locks (prevents)
- Copies/backups (prevents)

### **Maintenance of risk management policy (clerk and council):**

Annual review and update by the end of the financial year. Clerk makes recommendations for council approval.

### **What is a risk?**

An uncertain event or condition that, if it occurs will have an effect on the achievement of an authority's objectives.

### ***Governance & Accountability 2023, 5.89***

### **Risk Management actions:**

- Identify risks
- Assess risks
- Address risks
- Review and report

### ***Reg. 3(c) Accounts & Audit Regs 2015***

### **Bank reconciliation: (by clerk)**

- Compares council's records to bank's
- Detects errors in cashbook, or at bank
- Should be performed regularly (at least twice a year) (***GAPTC auditor requirement***)
- Should be available to members

### **Internal audit:**

- Tests internal controls, their existence, adequacy, reports to council on effectiveness.  
***(Governance & Accountability 2023, 4.4)***
- Internal auditor need be appointed annually and recorded in council minutes.

### **Review of internal auditor recommendations:**

- To be undertaken every year
- Review considered by council before the Annual Return AGAR is signed
- Council consideration of review is recorded.

### **Insurance renewals:**

The adequacy of insurance cover needs be assessed annually and reviewed on other occasions in the event of a particular event or set of circumstances.

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### **Sources:**

*Governance and Accountability rules; Accounts and Audit regulations: GAPTC internal controls workshop; good clerking practice.*