

## SUDBURY TOWN COUNCIL –May 2024 (Councillor)

### INTERNAL CONTROL REPORT

The Accounts & Audit (England) Regulations 2015 aims to strengthen governance and accountability through requirements related to internal control and internal audit.

Whilst Sudbury Town Council has reviewed the effectiveness of the internal audit (independence, competence, proportionate and scope), it has a requirement levied on it to ensure that its financial management is adequate and effective and that it has a sound system of internal control: -

‘The regulations require active participation by members in providing positive assurance to the electors of their stewardship of public money. The framework of accountability is risk-based i.e. level of control and management must be appropriate to the risk involved. The Council must determine the most appropriate method of internal control.... care should be taken to ensure that internal control tests are proportionate and relevant and that they are neither seen as, nor intended as, undue interference in the RFO’s day to day management of financial affairs.’

As part of its internal control, the Town Council has appointed a non-signatory Councillor to conduct a review of the system of internal control via the following tests on a quarterly basis with a written report of any findings to be submitted to the Council and minuted as received.

CONTROL TEST	TEST DONE Yes or No	COMMENTS – check documents and initial
Regular bank reconciliation, independently reviewed	Yes	PBL
Regular scrutiny of financial records and proper arrangements for the approval of expenditure	Yes	PBL
Recording in the minutes or appendices of the minutes the precise powers under which expenditure is being approved	Yes	PBL
Payments supported by invoices, authorised and minuted	Yes	7786 missing second authorisation sig PBL
Regular scrutiny of income records to ensure income is correctly received, recorded and banked	Yes	PBL
Scrutiny to ensure precept recorded in the cashbook agrees to District Council notification	Yes	PBL

Scrutiny of the online banking system requiring dual authorisation by council officers	Yes	PBL.
VAT correctly accounted for VAT payments identified, recorded and reclaimed in the cashbook	Yes	PBL.
Regular financial reporting to Town Council	Yes	PBL.
Regular budget monitoring statements as reported to Town Council	Yes	PBL.
Compliance with DCLG Guide <i>Open &amp; Accountable Local Government</i> 2014, Part 4: Officer Decision Reports	Yes	PBL.
Compliance with Local Transparency Code Of 2015: Items of expenditure incurred over £500	Yes	PBL.
Documentation required to be uploaded on to the website by law.	Yes	PBL. → issue with AGAR upload in timeframe.

Date of review of system of Internal Controls..... 17/05/2024 .....

Review of system of Internal Controls carried out by:

Name..... PORTIA BERRY-WILBY ..... Signature..... PBL. ....

Report submitted to Council (date)..... ..

(minute reference) .....

Next review of system of Internal Controls due..... ..

Additional comments by reviewer: