

SUDBURY TOWN COUNCIL – RFO adopted 2022

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	COMMENTS – check documents and initial
	Yes or No	
Ensuring an up to date Register of Assets	No	Asset Register being set up through Rialtas – 4/11/22 full stocktake to be completed by RFO
Regular maintenance arrangement for physical assets	No	Under review by RFO
Annual review of risk and the adequacy of Insurance cover	Yes	Fidelity Insurance cover of a million agreed 7/6/22 at Finance Committee
Annual review of financial risk	Yes	Last reviewed March 2021 to be reviewed by RFO half yearly
Awareness of Standing Orders and Financial regulations	Yes	RFO to provide staff training update
Adoption of Financial and Standing Orders	Yes	Financial Regulations updated Finance Committee 1/11/22
Regular reporting on performance by contractors	No	Under review by RFO

Minutes properly numbered and paginated with a master copy kept in for safekeeping	Yes	All minutes are kept on file and are available on the Council website – checked by RFO 31/10/22
Procedures in place for recording and monitoring Members' Interests and Gifts of Hospitality	Yes	Checked by RFO 31/10/22
Adoption of Codes of Conduct for Members		Updated by Suffolk County Council re - adopted June. Reminder sent out by Mayor October 2022
Declaration of Acceptance of Office		Checked by RFO 31/10/22

Date of review of system of Internal Controls.....

Review of system of Internal Controls carried out by:

Name Debbie Deeks RFO Signature 

Report submitted to Council (date) 1/11/2022

(minute reference)

Next review of system of Internal Controls due February 2023

Additional comments by reviewer:

RFO continues to review Internal Control & Financial Administration.