

## SUDBURY TOWN COUNCIL – February 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.

<b>CONTROL TEST</b>	<b>TEST DONE</b>	<b>COMMENTS – check documents and initial</b>
	Yes or No	
Ensuring an up to date Register of Assets	No	Physical Asset stocktake to be completed by March 2023. Asset Register then needs to be transferred on to Rialtas from April 2023 once year end has been completed and agreed.
Regular maintenance arrangement for physical assets	No	Needs to be reviewed
Annual review of risk and the adequacy of Insurance cover	Yes	Fidelity Insurance cover of a million agreed 7/6/22 at Finance Committee. General Insurance Policy expires 1/4/2023 and is currently under review by the RFO
Annual review of financial risk	Yes	Risk Management Policy adopted 9/3/2021. Treasury Management Strategic adopted 12/4/2022. New investments are currently being reviewed by the RFO/Clerk

Awareness of Standing Orders and Financial regulations	Yes	Regular Managers meetings where RFO briefs on Financial Regulations. Training given 8/11/2023 to the Community Wardens
Adoption of Financial and Standing Orders	Yes	Financial Regulations updated Finance Committee 1/11/22
Regular reporting on performance by contractors	No	Needs to be reviewed
Annual review of contracts (where appropriate)	Yes	Completed by the RFO January 2023
Contracts of employment for staff	Yes	Two new employees since last internal control check – RFO checked 26/1/2023
Contract annually reviewed	No	Needs to be reviewed and schedule created
Updating records to record changes in relevant legislation	Yes	Town Clerk attends regular HR seminars and records any changes accordingly.
PAYE/NIC properly operated by the Council as an employer	N/A	Operated by SGW
Regular financial reporting to Town Council	Yes	Monthly Finance Committee – RFO checked 25/01/23
Regular budget monitoring statements as reported to Town Council	Yes	Monthly Finance Committee – RFO checked 25/01/23
Compliance with DCLG Guide <i>Open &amp; Accountable Local Government 2014</i> , Part 4: Officer Decision Reports	Yes	All decisions recorded via the minutes which are available online. Minutes are checked by DFO for authority prior to payment. Sample checked 25/01/2023
Compliance with Local Transparency Code Of 2014: Items of expenditure incurred over £500	Yes	Approved and recorded. Minutes are checked by DFO for authority prior to payment. Sample checked 25/01/2023
Verifying that the Council is compliant with the General Data Protection Regulation requirements; Are the following in place: <ul style="list-style-type: none"> <li>• Audit / Impact Assessment</li> <li>• Privacy Notices</li> <li>• Procedures for dealing with Subject Access Requests</li> </ul>	No  Yes  No	Needs to be reviewed  Checked and confirmed on website 25/01/2023.  Procedures for dealing with FOI requests need review, guidelines are on the website.

<ul style="list-style-type: none"> <li>• Procedure for dealing with Data breaches</li> </ul>	No	Needs to be reviewed
<ul style="list-style-type: none"> <li>• Data Retention &amp; Disposal Policies</li> </ul>	No	Disposal policy needs to be reviewed
Minutes properly numbered and paginated with a master copy kept in for safekeeping	Yes	Checked by RFO 26/1/2023
Procedures in place for recording and monitoring Members' Interests and Gifts of Hospitality	Yes	Checked by RFO 25/01/23 – no recorded
Adoption of Codes of Conduct for Members	Yes	Updated by Suffolk County Council re-adopted June. Reminder sent out by Mayor October 2022 – no recorded breaches checked by RFO 25/01/2023
Declaration of Acceptance of Office	Yes	Only one Councillor has completed a declaration since the last internal control check – confirmed on website 24/1/2023

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

Review of system of Internal Controls carried out by:

Name Debbie Deeks Signature 

Report submitted to Council (date) 1/2/2023

(minute reference) .....

Next review of system of Internal Controls due April 2023

Additional comments by reviewer:

