CHILTON PARISH COUNCIL

REVIEW OF INTERNAL CONTROL AND INTERNAL AUDIT

Under the Finance and Audit Regulations the Council must carry out a review of its Internal Controls on at least an annual basis. The regulations require the Council to carry out a review of the effectiveness of the Internal Controls and to consider the findings of this review.

Although in 2011 the need for a council to review its systems of internal audit was removed, the current controls are included for your review.

Internal Control processes
The Parish Council accounts are produced on an excel spreadsheet. This file along with all other data files held on behalf of the Council are backed up using Microsoft OneDrive.

All entries within the Receipts and Payments are supported by documentation that is referenced back to the excel spreadsheet. Each item of expenditure highlights the power used by Council and the minute where the expenditure was authorised. A list of receipts and payments to be authorised at each meeting are contained in the RFO Report.

The Council holds money at Unity Trust Bank and these balances are reconciled in the RFO Report for each scheduled meeting of the Council. A councillor also checks the bank account statements against the reconciliation report at each meeting. Four councillors are CPC's signatories for the Unity Trust Bank accounts.

The councillors are also given a Statement of Actual expenditure vs Budget in the RFO Report for their review at each scheduled meeting. The annual budget proposal for 2025/ 2026 was reviewed at the CPC meeting on 20th January 2025 and the process and financial statements included in the Appendix to the minutes.

VAT recoverable is normally claimed during February each year.

No Petty Cash is held by the Council and all cash / cheques received are deposited as soon as practicable after receipt.

Internal Auditors
Heelis and Lodge were appointed as this Council's Internal Auditor at the CPC meeting held on 21st May 2018 minute 18/052 and this is reviewed annually.

The Internal Auditors produced a professional and helpful report for the 2024/ 2025 accounts which was accepted at the Parish Council meeting held on 19th May 2025 Minute 25/513a. Whilst Heelis & Lodge comply with the regulations covering the Internal Auditors, it would also appear that they meet the level of coverage required of a council of this size at a level of fee that would also appear appropriate.