



Effectiveness of the internal audit Policy Abberton and Langenhoe Parish Council

This policy was agreed at a meeting of the Full Council on 11th March 2019 (Min.547/15) and reviewed and agreed at a meeting of the Full Council on:

- 7th September 2020 (min 061/20)
- 4th October 2021 (Min 104/21)
- 12th December 2022 (Min 157/22)
- 6th November 2023 (Min 124/23)
- 4th November 2024 (Min 132/24)

Next review – December 2025

Policy to consider the effectiveness of the internal audit

Abberton and Langenhoe Parish Council (The Council) is committed to providing a quality service for the benefit of people who live in, work or visit. The Council considers internal audit a key element of operating good and proper practices in accordance with legislative requirements.

The purpose of this policy is to:

- Recognise the legal framework in which the Council operates
- Outline the Council's attitude and commitment to internal audit and
- Identify responsibilities and arrangements for internal audit associated with Council operations.

The over-riding purpose of internal audit is to support the Council to improve its procedures for financial control of its activities.

The scope of this policy is to set out the arrangements and responsibilities for the Internal Auditor. The policy should be read in conjunction with other council adopted policies and regulations, in particular those detailing Financial Regulations and Risk Management. The internal audit checks and balances will include the following

1. Cheque and bank transfer payments list/salaries approved at Full Council
2. Cheques signed by two cheque signatories
3. Cheque stubs and invoices initialled by cheque signatories
4. Salaries calculated using HMRC approved software
5. Assets Register reviewed annually
6. Financial Regulations reviewed annually
7. Standing Orders reviewed as required, but at least annually
8. Risk assessments kept up to date
9. Bank reconciliation undertaken monthly by a councillor (who must not be a cheque signatory)
10. Where internet banking is used for payments or transfers, one cheque signatory to make payment and another signatory to authorise payment.