

Little Coxwell Parish Council

Statement of Internal Controls

| Issue N° | Date of Adoption | Details of Change Made |
|----------|------------------|------------------------|
| 0.1 | 20/05/2026 | 1 st Draft |
| 1.0 | 08/06/2026 | Adopted at PC Meeting |
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1 Introduction

Little Coxwell Parish Council is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for as well as being used economically, efficiently and effectively. In discharging this overall responsibility, the Council is also responsible for ensuring that there is a sound system of internal control which facilitates the effective exercise of the Council's functions and which includes arrangements for the management of risk.

2 The System of Internal Control

The system of internal control is designed to manage risk to a reasonable level rather than to eliminate all risk of failure to achieve policies, aims and objectives. It can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an ongoing process designed to: a) identify and prioritise the risks to the achievement of the Council's policies, aims and objectives b) evaluate the likelihood of those risks being realised and the impact should they be realised c) manage them efficiently, effectively and economically.

3 The Council's Internal Controls

Decisions

The Council has elected a Chair who is responsible for the smooth running of meetings and appointed a Parish Clerk to assist with the running of such meetings and provide accurate recording of decisions. The Parish Clerk is also the Responsible Financial Officer.

Budgets and Precepts

Little Coxwell reviews its obligations, objectives and projects before determining the level of precept and budgets for the following financial year. All Councillors review the draft budget before being presented at the December Council meeting.

Management of Financial Records

The Little Coxwell Parish Clerk acts as the Responsible Financial Officer. The Parish Clerk is responsible for advising the Council, processing payments and preparing financial

records. The Parish Clerk uses excel spreadsheets to record payments, manage Little Coxwell budgets, generate reports, reconcile accounts, complete the end of year audit papers and to submit VAT returns to HMRC. The volume of annual transactions is typically very low, in the order of 10-15 plus monthly bank service charges.

Payments

Costs are approved at a Parish Council meeting prior to spend. In the case of any urgent payments agreement is obtained from Councillors by email.

Payments are made by BACS from Little Coxwell main current account. Payments are first set up by the Parish Clerk then authorised by one of the Councillors with cheque signatory rights. There is no credit or debit card.

Bank Reconciliations

The Parish Clerk carries out quarterly bank reconciliations on all accounts and these are reported at the Council Meetings.

Management of Risk

Little Coxwell has a Council Risk Assessment which is reviewed and agreed by full Council every year. Little Coxwell insurance cover is provided by Zurich Insurance which is reviewed annually to ensure adequate cover. Little Coxwell appoints an independent Internal Auditor Do The Numbers, who reports to the Council on the adequacy of its: financial records, procedures, systems, internal control and management of risk. This appointment is reviewed and agreed annually.