Governance & Accountability

Checklist of Internal Control Procedures

The purpose of the annual governance statement prepared for submission to external auditors is for an authority to report publicly on its arrangements for ensuring that its business is conducted in accordance with the law, regulations and proper practices and that public money is safeguarded and properly accounted for.

In order to approve and sign the annual statement, Council must examine records and consider work undertaken during the year in order to satisfy itself that internal control procedures have been complied with in respect of the following:

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| **Financial Procedure** | **Control** | **Check** |
| Payment authorisation | Cheque lists signed by chairman and vice-chairman at monthly Council meetings |  |
|  | Dual signing of all cheques/payments |  |
| Bank records | Reconciliations carried out monthly and reported to Council; checked by Internal Auditor |  |
| Budget | Drawn up on basis of 3-year Plan, following detailed consideration by Finance Committee. Approved at December Council meeting and published |  |
|  | Quarterly monitoring statements of expenditure against Budget reported to Council |  |
| Cash book records | Reviewed half-yearly by Finance Committee |  |
| VAT records | Reported to Council monthly on cheque lists); reclaims made half- yearly and recorded in Cash Book. Reviewed half-yearly by Finance Committee (as part of review of Cash Book |  |
| Employee remuneration | Reviewed annually during Budget-setting exercise; payroll management contracted out; subscription to payroll service approved annually by Council |  |
| Risk management | Risk policies and risk assessments in place and published. Updated as necessary; all updates approved by Council. Policies reviewed half-yearly by Finance Committee and approved by Council on annual basis |  |
| Significant events | Determined by Council as part of Budget-setting exercise and provisions made as necessary |  |
| Regulations | All policies, procedures updated in line with regulations; all updates approved by Council. Policies and procedures reviewed at Annual Council Meeting |  |
| Audit | Internal audit completed annually and reported to Council; external audit requirements followed annually |  |