Willingale Parish Council

Statement of Internal Control

Adopted: 10th March 2026
Next Review: March 2028

Scope and Responsibility

Willingale Parish Council (the Council) is responsible for ensuring that its business is conducted in accordance with the law and proper standards, that public money is safeguarded and properly accounted for, and used economically, efficiently and effectively. The Council is responsible for ensuring that there is a sound system of internal control which includes the management of risk.

1. Purpose of the System of Internal Control

The system of Internal Control is designed to manage risk and does not eliminate all risk of failure to achieve, policies, aims and objectiveness. The system of internal control is based on an on-going process designed to evaluate the likelihood of those risks being realised and the impact should they occur and to manage them effectively.

2. Internal Control Framework

The system of Internal Control is based on a framework consisting of the Code of Conduct, Standing Orders, Financial Regulations, policies and procedures. It is further enhanced by the Clerk providing regular financial information to the Full Council meeting including:

a. Comprehensive budgeting systems projecting and evaluating.
b. Monthly budget reports of expenditure against budget.
c. Bank Reconciliations checked at Full Council against the monies at the bank.
d. Checking payments at the Full Council being signed off for payment to be made.

3. Review of Effectiveness

The Council has a responsibility, at least annually, to undertake a review of the effectiveness of the system of internal control.

a. This is completed by the Full Council in conjunction with the Clerk/Responsible Financial Officer.
b. This is checked by the Internal Auditor and the External Auditor.
c. This information is available to any other Review Agencies.