

Review of Effectiveness of Internal Control

Crowmarsh Parish Council

Review of Effectiveness of Internal Control

Financial Year: 2025/26

Date of Review: March 2026

Meeting at which approved: 5th March 2026

Minute reference: 585(de)

Introduction

Regulation 6 of the Accounts and Audit Regulations 2015 requires the Council to conduct an annual review of the effectiveness of its system of internal control. This review supports the Annual Governance Statement (AGAR Section 1, Assertion 2).

This review has been undertaken in accordance with proper practices as set out in the *Practitioners' Guide 2025*.

Key Control Areas Reviewed

For each area, indicate whether the control is in place and operating effectively.

1. Governance Framework

- Standing Orders and Financial Regulations are in place, up to date and approved by Council.
- The Council operates in accordance with these documents.

Control effective? Yes

Comments / actions required:

.....

2. Budgetary Control and Financial Monitoring

- An annual budget and precept were properly approved and minuted.
- Regular budget monitoring reports are presented to Council.
- Reserves are reviewed and are appropriate.

Control effective? Yes

Comments / actions required:

.....

3. Income and Banking

- All income is properly recorded, banked promptly and reconciled.
- Bank reconciliations are prepared regularly and reviewed by members.

Control effective? Yes

Comments / actions required:

.....

4. Payments and Expenditure

- All payments are supported by invoices or vouchers.
- Payments are approved by Council or under delegated authority.
- Schedules of payments are presented to meetings and recorded in the minutes.

Control effective? Yes

Comments / actions required:

.....

5. Payroll and Employment

- Salary payments are authorised by Council.
- PAYE, National Insurance and pension obligations are correctly operated.
- Employment contracts and pay scales are in place.

Control effective? Yes

Comments / actions required:

.....

6. VAT

- VAT is correctly identified, recorded and reclaimed where appropriate.
- VAT returns are submitted in a timely manner.

Control effective? Yes

Comments / actions required:

.....

7. Assets and Investments

- An up-to-date asset register is maintained.
- Assets are inspected periodically and adequately insured.
- Any disposals are properly approved and recorded.

Control effective? Yes

Comments / actions required:

.....

8. Risk Management

- A current risk assessment is in place, reviewed and approved by Council.
- Key financial and operational risks are identified and managed.

Control effective? Yes

Comments / actions required:

.....

9. Internal Audit and Governance

- An internal audit has been carried out in accordance with proper practice.
- Previous internal and external audit recommendations have been considered and acted upon where necessary.

Control effective? Yes

Comments / actions required:

.....

Overall Assessment

The Council has reviewed the effectiveness of its system of internal control and is satisfied that:

- The system of internal control is operating effectively
- The system of internal control is generally effective, subject to the actions noted above

Any significant weaknesses identified will be addressed by the Council during the coming year.

Approval

This review was approved by the Council at its meeting on 5th March 2026.....

Chair: John Griffiths Date: 5/3/26

Clerk/RFO: Susan Rowe Date: 5/3/24