

Buckland-tout-Saints Parish Council  
Statement of Internal Control

Buckland-tout-Saints Parish Council [the Council] is a local authority funded largely by precept from the South Hams District Council and is responsible for ensuring its financial business is conducted in accordance with the law and proper standards, and that public money is safeguarded, properly accounted for and used economically, efficiently and effectively. 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. The Council is required to review at least annually the effectiveness of its system of financial control.

The Council adopted Financial Regulations on 24<sup>th</sup> January 2023 which set out parameters for the Council's financial operations. The Clerk of the Council has responsibility as Responsible Financial Officer. The payroll for the Council's one employee is operated through the HM Revenue & Customs RTI website. Banking services are provided by Lloyds TSB. An independent internal audit service is provided.

Any issues raised by the Internal Auditor are reported in writing to the Council and agreed actions are monitored to ensure that they have been carried out and actioned within agreed timescales. Additionally, the Council seeks and receives appropriate legal, insurance and health and safety advice as appropriate to manage risk.

The Council is responsible for:

The facilitation of policy and decision making

Ensuring compliance with established policies, procedures, laws and regulations

Identification and management of risk

Ensuring that best value and value for money are achieved in all purchases

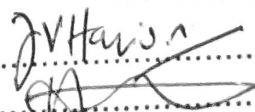
Ensuring performance is regularly monitored against financial and operational budgets

The Council through the Responsible Finance Officer has responsibility for conducting a review of the effectiveness of the system of internal control and the internal audit process. This is monitored by the work of the Internal Auditor, an independent person specialising in local council matters, and who reports to the council on the adequacy of its records, procedures, systems, internal control and risk management. Monitoring is also undertaken through the External Auditors in their annual report. Any concerns about the effectiveness of the system of internal control are investigated and action taken as appropriate.

**Reviewed March 2023**

Chair

Clerk

  
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