TATHAM PARISH COUNCIL

EFFECTIVENESS OF INTERNAL CONTROLS

Last Reviewed - March 2026

EXPECTED STANDARD	EXPECTED EVIDENCE OF ACHIEVEMENT	MARCH 2025 REVIEW COMMENTS
Independence of Internal Audit	• The Internal Auditor has direct access to those charged with governance. • Audit Reports are made in the Auditor's own name to the Council. • The Auditor does not have any other role within the Council.	• The independent Internal Auditor will be appointed by the Parish Council at the March meeting and will have direct access to the Responsible Financial Officer (RFO) and any other member of the council as required.
Competence of Internal Audit	• The internal audit work has been carried out ethically with integrity and objectivity.	• The Internal auditor appointed will have a strong financial background and will have undertaken this task for other organisations. The 2025/26 independent Internal Auditor is Margaret Johnson
Clear Council Responsibilities	• The Clerk/RFO is consulted on the internal audit plan and on the scope of audit. • The responsibility of Officers (Councillors and Clerk) in relation to internal control, risk management and finances generally are clearly defined. • The responsibilities of members are understood and training undertaken where appropriate.	• The Clerk/RFO considered requirements in line with the Good Practitioners guide. • The Standing Orders and Financial Regulations set out the responsibilities for Councillors and the Clerk/RFO. • Councillors are aware that they are responsible for the financial controls of the Council and financial training has been undertaken by most Parish Councillors.
Audit Planning and Reporting	• The audit plan takes account of risk and is designed to meet the Councils governance assurance needs. • The internal auditor has reported in accordance with the plan. • Follow up action and recommendations of internal audit are fully considered by the Council.	• The appointed internal auditor will report in accordance with the plan and the Council will consider the report.
Standing Orders & Financial Regulations	• Standing Orders and Financial Regulations are in place and are reviewed annually.	• Documents were last reviewed and approved in September 2025, Minute ref: 25/087. They should be reviewed again in September 2026
Insurance Cover	• The Council maintain adequate insurance cover which is reviewed annually.	• Insurance cover is reviewed and approved annually by the Parish Council upon receipt of renewal papers and when any changes take place.

EXPECTED STANDARD	EXPECTED EVIDENCE OF ACHIEVEMENT	MARCH 2025 REVIEW COMMENTS
Risk Assessment & Management Plan	• The Council maintain a risk assessment & management plan which is reviewed annually.	• This was last approved by the Council in March 2026. Minute Ref: 26/022. This will next be reviewed in March 2027.
Asset Register	• The Council maintain an Asset register which is reviewed and updated annually.	• This was last approved by the Council in March 2026. Minute Ref: 26/022
Bank Accounts	• 2 Parish Council members should always be required to sign cheques / authorise online payments in accordance with lawful procedures and all payments should be listed at each meeting for approval.	• The Bank mandate conforms to these requirements and payments are listed at each meeting for approval
Budget and Financial Statement	• The budget is prepared on an annual basis and agreed by the full Council. • Detailed financial statements are presented to each full Council for approval and explanations for any variances are provided by the Clerk/RFO as required.	• The 2026/27 budget was approved in January 2026 Minute Ref: 26/016 • Meeting Minutes confirm approval of the financial statement at each meeting.