

**Kirby Bellars Parish Council**

**Statement of Internal Control and Annual Review of Effectiveness  
of the system of Internal Control**

**1.0 OVERVIEW**

- 1.1 Regulation 4 of the Accounts and Audit Regulations, 2003 as amended, imposes a duty on local councils to ensure "that the financial management of the body is adequate and effective and that the body has a sound system of internal control."
- 1.2 Local councils are required, at least once a year, to conduct, in accordance with proper practices, a review of the effectiveness of its system of internal control. The council is required to sign the annual governance statement (on the annual return submitted to the external auditor) to evidence that this review has been undertaken.
- 1.3 In order for the Parish Council to review the effectiveness of the internal control system there needs to be clarity on the internal controls in place.
- 1.4 Some internal controls are listed in the Financial Regulations document, but the system of controls goes beyond this. A Statement of Internal Controls has therefore been prepared and this is included following this report.

**2.0 RECOMMENDATION**

- 2.1 That the Parish Council consider the attached Statement of Internal Controls, reviewing it to consider whether the controls currently in place are effective.

The following statement of internal control was considered by Kirby Bellars Parish Council at its meeting of 15<sup>th</sup> May 2023 and approved by the council as a true statement of the course of events undertaken by the clerk/RFO

Signature of Chairman: .....

Date: .....

*[Handwritten signature]*  
*[Handwritten date: 15/5/23]*

Prepared by: Victoria Webster, Clerk and RFO, May 2023