

# **BOROUGH GREEN PARISH COUNCIL**



**ESTABLISHED 1934**

## **Financial Internal Controls**

**Reviewed: 1<sup>st</sup> April 2025**

**Chairman: Francis Michael Taylor**

**Proper Officer/Responsible Financial Officer: Bernard Galopin**

## **Introduction**

Borough Green Parish Council is responsible for ensuring that its business is conducted in accordance with the law and proper standards. The Council will ensure that public money is safeguarded and properly accounted for. Council funds will be managed transparently, economically and effectively.

In discharging this overall responsibility, the Council is also responsible for ensuring that there is a proper system of internal control which facilitates the effective exercise of the Council's functions and which includes arrangements for the management of risk.

The system of internal control is designed to manage risk to a reasonable level rather than to eliminate all risk of failure to achieve policies, aims and objectives; it can therefore only provide reasonable and not absolute assurance of effectiveness.

The system of internal control is based on an ongoing process designed to identify and prioritise the risks to the achievement of the Council's policies, aims and objectives, to evaluate the likelihood of those risks being realised and the impact should they be realised.

This policy supports the provisions and directives of the Council's Standing Orders, Financial Regulations, Risk Assessment Policy and Privacy Policy. This policy will be reviewed annually.

## **System of Internal Controls**

### Supervision

Oversight of payments is conducted through the monthly public meetings. A schedule of payments is produced and authorised for payment by the Council (including direct debits, BACS payments and cheque payments). The schedule is 'approved' and 'seconded' at this meeting. This process allows for discussion and challenge, as appropriate, in advance of payments being made. The payments list is then approved and signed-off by two councillors. The payments list is supported by accompanying documentation, such as invoices and emails. The supporting documentation is also signed-off. Any payments made outside of this system are noted on the payments schedule and re-presented at the following meeting for oversight and sign off.

Oversight of online banking is provided to two councillors (MT and SM). Designated signatories are limited to three councillors (MT, TS, SM). This allows the Council to have oversight and inspection of all the Council's bank accounts at any time.

Any councillors can view the Sage accounting system with prior agreement and appointment with the Council Clerk and Chairman present.

### Organisational

The Council follow the directions contained within Standing Orders and Financial Regulations. In addition, other relevant policies, such as Risk Assessment and Privacy policies are complied with. Where appropriate, advice and best practice is adopted from KALC.

### Accounting

The year-end accounting statements (Y/E 31.03.XX) are prepared in accordance with proper policies and apply the form of accounts determined by the Council, i.e. Income and Expenditure.

A completed draft Annual Governance and Accountability Return (AGAR) is presented to all councillors at least 14 days prior to anticipated approval by the Council.

The accounting system is managed on Sage 50. Finances are recorded using standard accounting principles. Income and expenses are presented in the form of an annual Income and Expenditure Account.

A budgetary control system, based on Income and Expenditure and Cash Flow Statement principles, is utilised. The budget is reviewed regularly and presented at the Finance Committee and public meetings.

There are two elements of independent annual review for the accounts. Reporting is to the Council and reports are made public.

- Internal audit: Reports on the appropriateness of systems, controls and compliance.
- External audit: Conducts an independent assurance review and expresses an opinion based on the information presented in accordance with proper practices, relevant legislation and regulatory requirements.

Monthly bank reconciliations are produced for all Council bank accounts and are presented at public meetings. Bank statements accompany these reconciliations.

Tennis court fees collected from Nisa will be signed for and deposited at the post office.

#### Physical and Systems Controls

The accounts are managed on Sage 50. Principle back up is via Cloud (One Drive) every day at a set time and then whenever the accounts package is used. Secondary back-up is via memory stick. The memory stick is retained at the Chairman's home. Back up procedures are conducted at least monthly.

Councillors can view accounting entries on the Sage 50 system with permission of the Clerk and Chairman, who will both be present at the time.

Separate passwords are used for Sage 50, access to Basic Tools (Inland Revenue) and KCC pensions (I-Connect). These passwords are stored in a sealed envelope, which is kept at the Chairman's house.

Physical documents, such as purchase and sales invoices, are retained in binders. Current records are retained with the Clerk. Archived records are retained in the Village Hall Office and at the Chairman's house. These records are available for internal and external audit purposes.

Payments (cash and cheque) received for Council services that are collected by the Chairman will be logged on emails which are sent to the Clerk/RFO (used as an audit trail for accounting and bank reconciliation purposes). The Chairman/RFO will deposit cheques payable to the Council for services rendered by the Council into the Post Office/Nisa shop. The Chairman will present a cheque to the Council for amounts of cash collected by the Chairman for services rendered by the Council for the equivalent amount of the cash takings. This is because there are no local banks in Borough Green.

Zen and Wrotham Computer Care provide advice and support to the Council on IT related matters.

#### Management and Monitoring

Monthly bank reconciliations highlight the financial position of the Council and are presented to the Council at public meetings.

Quarterly budget reports, highlighting actual spend year-to-date against the precept, are presented to the Council at public meetings.

An annual Income and Expenditure Account is produced at year-end, which is subject to internal and external audit review, as required.

The Financial Services Compensation Scheme (FSCS) - protection up to £85,000, is provided for with the use of three financial organisations holding the Council's money – Natwest, Unity Trust and CCLA.

#### Authorisation

All payments by the Council are authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations. Payments are authorised at monthly public meetings.

The Clerk can authorise payment up to £500 for goods and services to progress Council business where it is not practicable to wait for authorisation at the next public meeting. Details of expenditure on goods and services that has been incurred outside of a public meeting and was authorised by the Clerk/RFO will be e-mailed to all the Councillors as soon as practicable. The Clerk/RFO is empowered to delegate this authority to other Council employees.

The Chairman has authority, in exceptional circumstances, to make an executive decision on behalf of the Council, who will be notified by email as soon as practicable. The decision is then ratified at the next Council meeting.

Contracts with an estimated value more than £25,000 are subject to the provisions of Standing Orders.

Automated payments include regular direct debits, standing orders, BACS payments and staff salaries, which are all confirmed at the monthly public meetings, will be processed by the Clerk/RFO as routine Council business.

Cash takings are collected by the Chairman and Clerk/RFO. A personal cheque from the Chairman/Clerk RFO will be paid to the Council which represents the sum of the cash takings. A record of cash takings is recorded on email for the purpose of audit trail. Takings that consist of cheques will be deposited into the Post Office/NISA and transferred to the Natwest Bank Account.

The approved payments list and bank balances will be appended to the minutes to the meeting.

#### Personnel and Responsibilities

The Clerk/RFO has formal professional accountancy qualifications. The Internal Auditor is recognised by KCC/KALC and the external auditors are practising members of the Institute of Chartered Accountants in England and Wales.

The Councillors are independent to the Clerk/RFO and have a diverse background of business skills and professional qualifications.

The role of the Clerk (Proper Officer)/RFO is contained within Standing Orders. The Clerk/RFO is answerable to the Council and not individual councillors. This is to ensure independence and transparency in decision-making and accountability.

#### Segregation of Duties

A clear segregation of duties between the Chairman, councillors and the Clerk/RFO must be maintained to preserve independence, openness and transparency.

As far as possible, the basic principle, regarding Financial Regulations, is that the Councillors on behalf of the Council will authorise payments and the Clerk/RFO, acting in such a capacity, will process these payments, thus ensuring a segregation between authorisation and actual payment.

An audit trail outlining the financial substance of each transaction together with the segregation of these responsibilities will be evidenced in all record keeping held by the Council.

