



# Blofield Parish Council

Chair – Rob Christie Clerk to the Council – Sarah Osbaldeston  
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## Annual Review of the Effectiveness of Internal Control of Blofield Parish Council (The Council)

### The Accounts and Audit Regulations 2003:

“(1) The relevant body shall be responsible for ensuring that the financial management of the body is adequate and effective and that the body has a sound system of internal control which facilitates the effective exercise of that body's functions and which includes arrangements for the management of risk.

(2) The relevant body shall conduct a review at least once in a year of the effectiveness of its system of internal control”

### Internal Control:

The system of internal control is designed to reduce the financial risk of the Parish Council to an acceptable level.

### Financial Management:

The Council has approved a set of financial regulations which set out the way that Council's finances are to be managed. These were reviewed and approved this year.

Two councillors, out of three authorised named signatories, signed all cheques and other financial documents. The clerk did not authorise payments. The clerk maintains a list of bank account signatories.

The cheque signatory checked the supporting document at the time of signing, to ensure that the cheque agrees with the amount of the invoice and the payee named on the invoice. The cheque stubs are also initialled to record that the names on the cheque stubs are the same as those on the cheques. An appointed councilor conducts quarterly sample checks of payments made, reports back to the Council and this is recorded in the council minutes.

At the year-end, the Chair ensured that the cash book totals were reconciled to the year- end bank statement and signed the cash book as evidence of this check.

The clerk is the responsible financial officer (RFO) and is responsible for the day-to-day financial management of the Council. The duties of the responsible financial officer were reviewed and approved during the year. The RFO reported all payments to the Council.

In December, the Council reviewed the budget in detail and decided on the precept for the forthcoming year.

**Internal audit:**

The Council appointed an independent and competent internal auditor and carried out a review of the effectiveness of the internal audit during the year. The auditor reported findings to the full Council and completed Section 4 of the Annual Return.


**External audit:**

The Council's external auditors were Mazars, who completed Section 3 of the Annual Return; their comments and recommendations were reported to the full Council.

**Review:**

This review was carried out during the year and recorded in the Council's minutes.

Signed:   
Chair

  
Signed: Sarah Osbaldeston  
Responsible Financial Officer

Dated: 24 April 2017

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