

**SELLING PARISH COUNCIL
STATEMENT OF INTERNAL CONTROL
FOR THE YEAR ENDING 31ST MARCH 2025**

1. SCOPE OF RESPONSIBILITY

Selling Parish Council is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for, and used economically and effectively.

In discharging this overall responsibility, 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.

2. THE PURPOSE OF THE SYSTEM OF INTERNAL CONTROL

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, and to manage them efficiently, effectively and economically.

The system of internal control has been in place at the Council for the year ended 31st March 2025 and up to the date of approval of the annual report and accounts accords with proper practice.

3. THE INTERNAL CONTROL ENVIRONMENT

The Council

The Council has appointed a Chair who is responsible for the smooth running of meetings and for ensuring that all Council decisions are lawful.

The Council reviews its obligations and objectives and approves budgets for the following year at its December meeting. The December meeting of the Council approves the level of precept for the following year.

The full Council monitors progress against its aims and objectives at each meeting by receiving relevant reports from the Parish Clerk.

The Council carries out regular reviews of its internal controls, systems and procedures.

Clerk to the Council / Responsible Financial Officer

The Council has appointed a Clerk to the Council who acts as the Council's advisor and administrator. The Clerk is the Council's Responsible Financial Officer and is responsible for administering the Council's finances. The Clerk is responsible for the day to day compliance with laws and regulations that the Council is subject to, and for managing risks. The Clerk also ensures that the Council's procedures, control systems and policies are adhered to.

Payments

All payments are reported to the Council for approval. Two Members of the Council must authorise every cheque, BACS payment, standing order and direct debit.

Income

All income is received and banked in the Council's name in a timely manner and reported to the Council.

Risk Assessments / Risk Management

The Council carries out risk assessments in respect of actions and regularly reviews its systems and controls.

Internal Audit

The Council has appointed an independent Internal Auditor who reports to the Council on the adequacy of its:

- Records
- Procedures
- Systems
- Internal Control
- Regulations
- Risk Management
- Reviews

The effectiveness of the internal audit system is reviewed annually.

External Audit

The Council exceeds the £25,000 threshold and is therefore subject to an external audit, conducted by Forvis Mazars LLP Chartered Accountants.

4. REVIEW OF EFFECTIVENESS

The Council has responsibility for conducting an annual review of the effectiveness of the system of internal control. The review of effectiveness is informed by the work of:

- the full Council
- the Clerk to the Council / Responsible Financial Officer who has responsibility for the development and maintenance of the internal control environment and managing risks
- the independent Internal Auditor who reviews the Council's system of internal control
- the number of significant issues that are raised during the year.

5. SIGNIFICANT INTERNAL CONTROL ISSUES

No significant internal control issues were identified during the 2024 to 2025 financial year.

Whilst no significant internal control issues were identified during the year, the Council strives for the continuous improvement of the system it has adopted for internal control and has addressed all of the minor issues and weaknesses raised and reported during the review process.

Chair
Selling Parish Council

Clerk
Selling Parish Council

Date