CAM COUNCIL

Policy Title:	Internal Audit Policy
Approved by:	Annual Full Council
Date:	Wednesday May 6th 2026
Min Ref:	FC.26.033
Date for review:	January 2029
Signed:	

1. SCOPE OF RESPONSIBILITY

Cam 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, efficiently and effectively.

The Council is 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 ensure that risks are managed to a reasonable and acceptable level forming part of an ongoing process designed to identify and prioritise the risks to the authority's policies, aims and objectives and to evaluate and manage those risks accordingly.

3. THE INTERNAL CONTROL ENVIRONMENT

3.1. THE COUNCIL:

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

The Council has appointed a Finance & General Purpose Committee. The Committee meet regularly during the financial year. Members of the Committee monitor progress against objectives, financial systems and procedures, budgetary control and carry out regular reviews of financial matters. The minutes of the meetings of the Committee are circulated to all members of the Committee.

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

3.2 CLERK/PROPER OFFICER/RESPONSIBLE FINANCE OFFICER:

The Council has appointed a Clerk to the Council who acts as the Council's advisor and administrator.

The Council's Responsible Financial Officer is responsible for administering the Council's finances.

The Clerk is responsible for advising on the day-to-day compliance with laws and regulations that the Council is subject to and for managing risks. The Clerk also provides advice to help the Council ensure that its procedures, control systems and policies are adhered to.

3.3 INTERNAL CONTROLS:

The Council has appointed an internal scrutineer who is an elected member of the council; to carry out internal scrutiny checks. These checks are carried out monthly and are reported to the Council.

3.4 INTERNAL AUDITOR:

The council appoints an independent internal auditor who reports to the council on an annual basis on the adequacy of its:-

- Records
- Procedures
- Systems
- Internal control
- Regulations
- Risk management

The Council appoints the independent internal auditor on an annual basis. The internal auditor, who is competent and independent, is advised of the scope of the work required by the council.

4. ASSET REGISTER

Cam Parish Council maintains a register of all material assets owned or in its care. The Clerk to update as and when necessary and to be approved annually.

5. INSURANCE

The Council's insurance provision is reviewed annually both in relation to its schedule of Cover and also its value for money.

6. CODE OF CONDUCT

Each members must sign Acceptance of the Code and complete a Register of Interest form. Members to consider every items on the agenda and ensure that any interest is declared at the beginning of the meeting or before the matter is discussed.

An item 'Declarations of Interest' will be placed on every agenda.

7. PAYMENTS:

All payments are reported to the Council for approval. The Clerk may effect payments as per financial regulations. All authorised banking signatories are members of the Council.

8. INCOME:

All income is received and banked in the Council's name in a timely manner and reported to the Council. The Council should receive remittance advice notices for each income payment.

9. RISK ASSESSMENT/RISK MANAGEMENT

The Council reviews its risk assessment annually and regularly reviews its systems and controls.

10. EXTERNAL AUDIT:

The council's external auditors, submit an annual certificate of audit which is presented to the Council.

11. REVIEW OF EFFECTIVENESS:

The Council has responsibility for conducting an annual review of the effectiveness of the system of internal control, which should include a review of the effectiveness of internal audit. The results of that review must be considered by the Council, and resulting recommendations made to this policy.