

DUFFIELD PARISH COUNCIL

SYSTEM OF INTERNAL CONTROL COMPLETED FOR FULL COUNCIL 04 MAY 2016

DECISION MAKING				
Check	Notes	Date	Compliance	Notes
Adopted Standing Orders		26/4/16	✓	As at May 2015. Reviewed for 4 May 2016
Adopted Financial regulations		26/4/16	✓	As at May 2015 Reviewed for 4 May 2016
Members Interest forms up to date and published		26/4/16	✓	on avbc web site
Adopted Code of Conduct		26/4/16	✓	
Approved Terms of Reference for Committees		26/4/16	✓	As at May 2015. Reviewed for 4 May 2016
Decisions taken in accordance with above	6 mnthly check of a Full Council minutes	7/10/15 13/4/16	✓	FC minutes checked-10/15 and 4/16
Decisions taken within power of the Council	6 mnthly check of a Full Council minutes	7/10/15 13/4/16	✓	FC minutes checked-10/15 and 4/16
Decisions/issues on Agenda	6 mnthly check of an Agenda	1/10/15 13/4/16	✓	FC Agenda checked-10/15 and 4/16
Decisions/issues minuted	6 mnthly check of a set of minutes	7/10/15 13/4/16	✓	FC Agenda checked-10/15 and 4/16
s137 grants recorded separately within minutes		24/4/16	✓	SFGP minutes-18/11/15 FC minutes-2/12/15
s137 grants direct benefit to electorate		26/4/16	✓	
Minutes signed as approved		26/4/16	✓	
BUDGET				
Annual budget to support precept		26/4/16	✓	SFGP minutes-18/11/15 Fc minutes-2/12/15

				budget appended to minutes
Budget discussed and adopted by Full Council		26/4/16	✓	FC minutes- 2/12/15
Explanation/justification for reserves or variances		26/4/16	✓	
Precept demand minuted		26/4/16	✓	FC-2/12/15
EXPENDITURE				
Monthly Expenditure approved by Full Council		26/4/16	✓	
Cheques/payments checked against invoices and invoices initialed or front cover signed	6 mnthly check on a meeting	7/10/15 13/4/16	✓	Checked for FC meetings
Bank statements checked and initialed by Chairman		26/4/16	✓	
Council decision or delegated decision to incur expenditure	6 mnthly check on 2 paymts	7/10/15 13/4/16	✓	13/10/15 - dart - £600 -delegated - po 2015.24 13/4/16 -cctv -fc minutes
INCOME				
Income accounted for in reports to SFGP/Full Council	6 mnthly check on 2 items of income	26/4/16	✗	Needs to be more transparent report to sfgp as part of budget - monthly to Full Council?
Cash income-process in place-banked within 24 hours		26/4/16	✗	Issues with delay Cemetery banking of cash - Notices up - no cash accepted at cemetery
Cheque income-process in place-banked within 5 working days		26/4/16	✓	Occasional non compliance - cemetery cheques
Receipt issued for cemetery income		26/4/16	✓	New process to check- compliant
ASSETS				
Asset inventory up to date		26/4/16	✓	
Assets inspected for Health and Safety		26/4/16	✓	Visual inspection- Cemetery Weekly officer and annual RoSPA

				inspection-play equipment-Gray Rec Weekly Officer and annual external inspection- legionella- Changing Rooms
Leases, Licences etc current		26/4/16	✓	Cricket Club lease Variation to be completed
CONTRACTS				
Contracted out services covered by contract or SLA		21/4/15	✘	Beresfords outstanding
Decisions to appoint in accordance with SO, Fin Regs and properly minuted	1 contract checked every 6 months	10/15 4/16	✓	none
Contracts or written appointments	Check 1 contract /written apmtnt every 6 months	26/4/16	✓	vaughdale construction ltd
INSURANCE				
Insurance cover reviewed and adequate		26/4/16	✓	Came and Co