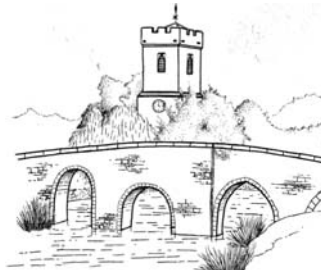


BIDFORD ON AVON PARISH COUNCIL

In the County of Warwickshire



INTERNAL CONTROL POLICY

Bidford-on-Avon Parish Council is committed to ensuring it is accountable for the management of the Parish Council. To assist it in this, it has approved the following internal control measures.

1. Internal Financial Control Policy

The Accounts Quarterly Review Group (2 Councillors) carry out an audit trail on a quarterly basis, and report any issues back to full council

2. Budget Monitoring

The RFO prepares monthly reports which allow the council to monitor income/expenditure against the budget; and an annual projection of income/expenditure.

3. Grants

Council has delegated to the Amenities Working Group the responsibility of assessing grant applications.

The Amenities Working Group meets one a quarter to consider all grants requests received and will make due recommendations to full council who will make the final decision.

The Parish Council adopted the General Power of Competence in September 2012 and this will be taken into account when considering grant applications.

The Parish Council will also be requiring all parties that receive a grant to report back within the year as to how the grant funds have been spent and what benefit has been gained.

4. Internal Audit

The Parish Council has appointed Johnson & Associates as its Internal

Auditors. They are independent from the council and based in Radway. They carry out spot checks online, monitoring the information that is posted, including, minutes, financial information and procedures. They carry out a manual check of payments: invoices, cheques and bank statements.

5. Local Council Award Scheme

The Parish Council is preparing to apply for the reaccreditation of its Foundation Level and will then work towards obtaining the Quality Level. The Chairman and Clerk will regularly monitor development to ensure the Parish Council is able to meet any new requirements to ensure it complies with all the requirements.

