



**INTERNAL CONTROL STATEMENT  
FOR FINANCIAL YEAR 2024 – 2025**

**1. SCOPE OF RESPONSIBILITY**

Woodbridge Town 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.

Woodbridge Town Council is responsible for ensuring that there is a robust system of internal control which facilitates the effective exercise of the Council's functions, and which includes arrangements for the management of financial 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 on-going 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.

**3. THE INTERNAL CONTROL ENVIRONMENT**

**The Council:**

Woodbridge Town Council reviews its obligations and objectives and approves budgets for the following year at its January full Council meeting. The January meeting of Woodbridge Town Council approves the level of precept for the following financial year.

Woodbridge Town Council has established the Finance Committee. This Committee meets 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 Council and are a matter of public record.

The full Council meets a minimum of ten times each year and monitors progress against its aims and objectives at each meeting by receiving minutes, recommendations and reports from the Finance, Staffing, Planning, Climate and Ecological Emergency, and Amenities

Statement

Committees, and its formally established working parties. Woodbridge Town Council carries out regular reviews of its internal controls, systems and procedures (see statement at **Appendix 1**).

**Clerk to the Council/Responsible Financial Officer (RFO):**

The Council has appointed a Town Clerk to Woodbridge Town Council who acts as the Council's principal 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 advising on the day-to-day compliance with laws and regulations to which Woodbridge Town Council is subject, and for managing risks. The Clerk also provides advice to help Woodbridge Town Council ensure that it adheres to its procedures, control systems and policies.

**Payments:**

Payments are taken from the Woodbridge Town Council account. All payments are reported to Woodbridge Town Council. Prior to every Town Council Meeting two nominated councillors will check invoices, the corporate card report and bank statements. The signatories should consider each cheque or bank payment against the relevant invoice, sign the invoice and initial the cheque counterfoil and payment schedule. The Council has approved the electronic checking of payments with Members confirming their approval of the payment details via email. Two Members of Woodbridge Town Council must sign every cheque. All authorised cheque signatories are Members of the Council. No officer of Woodbridge Town Council can sign cheques from this account. The relevant supporting information for non-invoiced payments (credit card transactions and direct debit payments) are provided as part of the Financial Documents approved by the Full Council.

In accordance with its Financial Regulations, Council has approved the use of electronic banking with the instructions for each payment being ratified at a Full Town Council Meeting. An Open Credit agreement with the Council's bank has been approved, whereby persons authorised by the Council are permitted to withdraw funds provided that such withdrawals be for petty cash purposes only, limited in frequency to once per month and to a maximum of £200.

**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:**

Woodbridge Town Council reviews its Risk Management Policy and Risk Register annually, and regularly reviews its systems and controls.

**Internal Audit:**

Woodbridge Town Council has appointed an independent Internal Auditor who reports to Woodbridge Town Council three times per annum on the adequacy of its:

Statement

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

#### **External Audit:**

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

#### **4. REVIEW OF EFFECTIVENESS**

Woodbridge Town 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, which must also approve the Statement on Internal Control.

#### **Appendix I**

##### **Internal Control Statement**

Woodbridge Town Council as a whole is responsible for ensuring that its financial management is adequate and effective, and that the Council has a sound system of internal control which facilitates the effective exercise of its functions, and which includes arrangements for the management of risk.

Woodbridge Town Council has determined that the most appropriate method of internal control is at its Finance and Staffing Committees and, a regular Internal Audit review undertaking routine checks to ensure that the accounting records are being properly completed. A random selection of items will ensure that the person carrying out the review is satisfied that the accounting records are correctly maintained. The following checks are to be carried out as part of the audit:

- that the cashbook is correctly written up and mathematically correct;
- that cheque/BACS amounts agree with invoices;
- that bank reconciliations are regularly undertaken;
- that income due is received;
- that VAT returns have been completed;
- that salary payments agree with Council approved amounts;
- that petty cash is balanced and agrees with receipts;
- that financial statements produced for Council agree with the accounting records;
- that the asset register is updated annually;
- that the risk assessment is updated and reviewed annually;
- that all income/expenditure is reported to the Council and properly approved;

Statement

Woodbridge Town Council considers these are reasonable controls; however, care should be taken to ensure that internal control checks are proportionate and relevant, and that they are neither seen as, nor intended as, undue interference in the RFO's day to day management of financial affairs.

Woodbridge Town Council reviews its statement of internal control on an annual basis. A report on the findings of this review will be considered by the full Council, along with the Council's statement of internal control, and formally recorded (i.e in the minutes, or in a separate report which is referred to in the minutes).