Parish Administrator/Responsible Finance Officer:
The Council has appointed a Parish Administrator (PA) who acts as the Council's advisor and administrator. The PA is the Council's Responsible Financial Officer and is responsible for administering the Council's finances. The PA 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 PA also provides advice to help the Council ensure that its procedures, control systems and policies are adhered to.

Payments:
All payments are reported to the council for approval. Two members of the council must approve on the Lloyds bank for the payment. The invoices are signed by 2 councillors, and then approved on the bank by 2 councillors. All authorises on the bank account are members of the Council. Where delegation permits, as per s.101(1)(a) of the Local Government Act of 1972 and the Council's Financial Regulations, a report will be provided to the next full Council.

Internet banking payments are raised by the PA and authorised by two councillors (invoices are provided for reference). Payments are listed and presented to all councillors before the next full council meeting

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

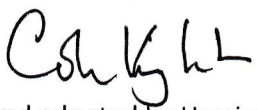
Risk Assessments/Risk Management:
The council reviews its risk assessment annually in April, and regularly reviews its systems and controls.

Internal Audit:
The council appoints an independent and competent internal auditor who reports to the council on an annual basis on the adequacy of it's:

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

4. 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, which should also approve the Statement of Internal Control.

Chairman  RFO/Parish Administrator 

Approved and adopted by Horringer cum Ickworth Parish Council

Meeting date: 15/06/26