

**Payments:**

All payments are reported to the Council for approval. Two Members of the Council must authorise every cheque.

**Risk Assessments / Risk Management:**

The Council carries out regular risk assessments in respect of actions and regularly reviews its systems and controls.

**Internal Audit:**

The Council has appointed an Independent Internal Auditor who reported to the Council on the adequacy of its:

- Records
- procedures
- systems
- internal control
- regulations
- risk management
- reviews

The effectiveness of the internal audit system is reviewed annually.

**External Audit:**

The Council's External Auditors, PKF Littlejohn LLP, submit an annual External Auditor Report and Certificate, which is presented to the Council.

**4. REVIEW OF EFFECTIVENESS**

The Council has responsibility for conducting an annual review of the effectiveness of the system of internal control. The review of the effectiveness of the system of internal control is informed by the by the work of:

- the full Council;
- the Clerk to the Council / Responsible Financial Officer who has responsibility for the development and maintenance of the internal control environment and managing risks;
- the independent Internal Auditor who reviews the Council's system of internal control;
- PKF Littlejohn LLP, the Council's external auditors, who make the final check using the Annual Governance and Accountability Return, a form completed and signed by the Responsible Financial Officer, the Chairman and the Internal Auditor. The external auditor issues an annual external auditor report and certificate;
- the number of significant issues that are raised during the year.

**5. SIGNIFICANT INTERNAL CONTROL ISSUES**

No significant internal control issues were identified during the 2022-2023 financial year.

Whilst no significant internal control issues were identified during the year the Council strives for the continuous improvement of the system it has adopted for internal control and has addressed all the minor issues and weaknesses raised and reported during the review process.

Chairman  
Chart Sutton Parish Council

Clerk  
Chart Sutton Parish Council

Date

13/3/23