

TORPOINT TOWN COUNCIL – INTERNAL CONTROLS SCRUTINY 2024



	QUESTIONS	In place y/n	Initialled Correct	If No Likely date of completion	Comments
A	POLICIES & DOCUMENTS				
A.1	Does the Council have Standing Orders, Financial Regulations and Best Value Statement in place and are these regularly reviewed?	Y	RW/MS		
A.2	Does the Council have the Finance Policy in place, scheme of delegation, review of online signatories and list of direct debit payments and is the policy regularly reviewed?	Y	RW/MS		
A.3	Has a policy review planner been established by the Council to ensure that all policies & documents are reviewed within the required timescales?	Y	RW/MS		
A.4	Is the review and approval of policies minuted by the Council?	Y	RW/MS		
	PURCHASING / PAYMENTS & CONTRACTS				
B	Purchasing & Payments				
B.1	Are purchases only made where provision has been made, reference made to expenditure and variance in the financial comparison & authorised?	Y	RW/MS		
B.2	Are purchase orders raised where appropriate and expenditure approved?	Y	RW/MS		Checked on Xero, Clerk highlighted where payments are made by credit card and therefore a PO is not issued.
B.3	Are all invoices checked to confirm: - <ul style="list-style-type: none"> ➢ Goods have been received, agreed to the order & annotated as such? ➢ Payment is made to the name on the invoice? ➢ Payment to individuals is subject to the provision of a UTR? ➢ Prices are as agreed? ➢ It is a proper and correct VAT invoice? and ➢ It has been certified for payment (separation of duties)? 	Y	RW/MS		Process explained by the Clerk and demonstrated by the Town Council Support Officer on Xero. Reviewers satisfied
B.4	Do signatories initial the payment statements to confirm the details on the online payments match the invoice for payment?	Y	RW/MS		
B.5	Are all payments authorised by Council or delegated Committee and included in the minutes, including credit cards and direct debit payments (which are delegated to the Clerk & RFO)?	Y	RW/MS		Clerk highlighted controls on place for payments made using the credit card, all signed off by the Clerk.

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B.6	Are invoices paid promptly in accordance with the payment terms of the supplier, or within 30 days, whichever is sooner?	Y	RW/MS		All checked on Xero.
B.7	All supplies have a relevant invoice or receipt or delivery note	Y	RW/MS		
B.8	Is the Council S137 policy current and regularly reviewed?	Y	RW/MS		Current Grants policy being reviewed for implementation in 2024/25.
B.9	Do all S137 applicants complete and sign an application form and comply with the Council guidance notes?	Y	RW/MS		
C	CONTRACTS AND LEASING				
C.1	Has the Council external Contracts, i.e. with external suppliers?	Y	RW/MS		With whom and scope: <ul style="list-style-type: none"> Les Allen, L&L Diverse Solutions Ltd, consultancy for ongoing projects. Utility companies that supply all Town Council operated sites. (SSE, Everflow)
C.2	Has the Council any Management or Service Level Agreements (SLA) in place?	Y	RW/MS		With whom and scope: <ul style="list-style-type: none"> TB & TF JC – Rendel Park Cornwall Council – Sparrow Park and LMP footpath cutting St James Church PCC – Town clock Cornwall council Japanese knotweed application of herbicide annual sum. CHAT – provision of community based activities
C.3	Has the Council entered into any leasing or hiring arrangements? If so, give details:	Y	RW/MS		With whom and scope: <ul style="list-style-type: none"> Cornwall Council – Library and Community Hub (3 years) renewed March 2022 ITEC – Photocopier Lease (5 years) Festive Lighting Company – Christmas Lights (3 years) Cornwall Council – Skateboard Park / Bénodet Park (25 years) due for renewal in the next year Defence Estates – Bench on Land at Yonderberry (annual) Cornwall Council – Bench at Antony Road Flats BT (Shire Leasing) – Telephone System (lease) Cornwall Council – Public Conveniences Cornwall Council – Thanckes Park play park,

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					Borough Park play park, Cambridge Field, Chestnut Close play park and tennis courts. <ul style="list-style-type: none"> • Ford Vospers – motor vehicle (van) currently being renewed for 5 years from April 2024. • Short term hire agreement for use of cherry picker, for the put up of Christmas lights
D	PROCUREMENT AND DEBIT CARDS				
D.1	Have those with delegated on-line authorisation and respective spending limits been approved by the Council? Has the delegation been recorded in the finance policy?	Y	RW/MS		
D.2	Are passwords and pin numbers held securely and not lent to unauthorised persons or the pin number disclosed?	Y	RW/MS		
D.3	Are all on-line transactions: <ul style="list-style-type: none"> ➢ Either supported by an authorised requisition form or recorded in a transaction log? Supported by receipts? 	Y	RW/MS		Sum up daily income summary shown and explained. Library and Community Hub income weekly reconciliation and till receipts shown.
D.4	Prior to being processed through the system are the transactions reconciled: - <ul style="list-style-type: none"> ➢ to valid VAT receipts; ➢ the bank statement; ➢ approved and authorised by the delegated signatories? 	Y	RW/MS		
E	ACCOUNTING SYSTEM, RECONCILIATION AND FINANCIAL COMPARISON				
E.1	Is all income and expenditure entered into the accounting system in a timely manner?	Y	RW/MS		
E.2	Does the income and expenditure records reconcile with the end of month bank statement?	Y	RW/MS		
E.3	If there are any unreconciled monthly statements is an explanation given?	N/A			
E.4	Does the accounting system reconcile with the monthly budget variance presented to council?	Y	RW/MS		
E.6	Have all bank statements been received and filed in chronological numerical sequence?	Y	RW/MS		All completed to the date of scrutiny.
E.7	Is the monthly bank reconciliation undertaken by a Councillor and the RFO?	Y	RW/MS		All completed, at the availability of the Town Councillor.

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F	PAYROLL AND PERSONNEL				
F.1	Are all employee related transactions only paid through the payroll system?	Y	RW/MS		Payroll operated by Cornwall Council under franchise agreement.
F.2	Are all staff appointments and salary scales approved by Council?	Y	RW/MS		
F.3	Are any changes to staff salaries minuted by Council?	Y	RW/MS		
F.4	Are salary scales for each employee minuted annually at the budget setting process to confirm current pay scales?	Y	RW/MS		
F.5	Does the salary scales minuted at the budget setting process reconcile with the notification from Cornwall Council?	Y	RW/MS		
F.6	Are overtime and casual hour payments approved by the Town Clerk and notified quarterly to the Personnel Committee?	Y	RW/MS		
F.7	Is sickness absence monitored and appropriate action taken?	Y	RW/MS		
F.8	Are salary scales paid to employees within the bands approved in the Pay and Condition policy?	Y	RW/MS		
F.8	Are any additional emoluments approved by Council?	Y	RW/MS		
F.9	Are claims and expenses submitted by staff approved for payment by Council, following authorisation by Line Manager?	Y	RW/MS		
F.10	Is Superannuation and Tax/NIC applied correctly?	Y	RW/MS		

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G	INCOME – Collection and Banking				
G.1	Is all income received banked intact and on a regular basis?	Y	RW/MS		Paying in book shows prompt deposit in all cash/cheque income.
G.2	Are references to banking income annotated on the paying in book?	Y	RW/MS		
G.3	Is income received by BACS and recorded on the bank statement reconciled to the correct cost centre?	Y	RW/MS		Clerk explained the cost centres, linked to the Budget Variance.
	INCOME - Debtors				
G.4	Are outstanding debts monitored by the Town Clerk?	Y	RW/MS		
G.5	Are all outstanding debts reported in a chronological sequence to the Finance and Operations Committee in accordance with the finance policy and financial regulations?	Y	RW/MS		
G.6	Are debts and adjustments written off with the recommendation of the Finance and Operations and approval by Council?	Y	RW/MS		Not been required recently as all debts have been chased.
H	Income – Lettings and Hiring				
H.1	Does the Lettings Policy include an up to date scale of charges, which has been formally approved Council at the precept meeting?	Y	RW/MS		
H.2	Is the hiring diary maintained by the Support Officer?	Y	RW/MS		
H.3	Are all lettings income invoiced?	Y	RW/MS		
H.4	Does the occupier's fee or charge reflect the charges approved by the Council at the Budget setting meeting?	Y	RW/MS		
H.5	Where applicable, are appropriate service charges applied in addition to the occupier's fee?	Y	RW/MS		

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I	SECURITY				
I.1	Does the Council have a signing in book for contactors?	Y	RW/MS		Reviewed
I.2	Is cash retention on all premises secure and restricted at all times, e.g. safe or locked receptacle and the value within insurance limits?	Y	RW/MS		Yes, all banked promptly.
I.3	Is access to the premises suitably restricted, i.e. the number of key holders kept to a minimum and a list of key holders maintained?	Y	RW/MS		
I.4	Has the Council a designated officer with responsibility for the CCTV?	Y	RW/MS		Yes, Clerk and Operations Manager.
I.5	Is the Council registered with the Information Commissioner and has a Data Protection Policy that is regularly reviewed?	Y	RW/MS		
I.6	Is the CCTV recording equipment held securely and access restricted and recorded images retained for a minimum period before being deleted?	Y	RW/MS		Yes, in a secure/locked cabinet.
J	INVENTORY				
J.1	Are all appropriate items/assets recorded on the council's official inventory, in accordance with financial regulations and finance policy and are the insurance values applied?	Y	RW/MS		
J.2	Are all new assets / equipment and asset movements recorded in the financial accounts supporting statement with values and recorded on the inventory when they are received?	Y	RW/MS		

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J.3	Are inventories checked annually?	Y	RW/MS		
J.4	Does the Council certify the inventory each year in the financial accounts?	Y	RW/MS		
J.5	Are all internal assets recorded on the inventory retained in a secure location?	Y	RW/MS		On the town council IT shared area.
J.6	Are all appropriate assets security marked?	Y	RW/MS		
J.7	For equipment that is lent or hired out, is the loans log up to date?	Y	RW/MS		
J.8	Are all disposals / write-offs of inventory authorised in line with financial regulations and the finance policy and recorded in the financial accounts supporting statement?	Y	RW/MS		
K	RISK MANAGEMENT AND INSURANCE				
K1	Is the Council Business Management Risk Assessment and Financial Risk Assessment current and up to date?	Y	RW/MS		
K2	Are the Council's Inventory Insurance values current and appropriate?	Y	RW/MS		
K3	Is the Council Insurance appropriate for the following and in compliance with best practice and financial regulations? > Public Liability Insurance > Fidelity Insurance > Employers Liability Insurance > Personal Accident	Y	RW/MS		
Completed by:	Councillor M Spurling and Councillor R Willoughby	Reviewed by the Finance and Operations Committee	Agenda item 9e.		Approved by Town Council
Date Completed:	Tuesday 2 nd April 2024	Date Reviewed	Wednesday 3 rd April 2024	Date Approved	