

TORPOINT TOWN COUNCIL – INTERNAL CONTROLS SCRUTINY 2022

	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	RE/KB		
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	RE/KB		
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	RE/KB	In hand	All policies are being reviewed and updated and an ongoing action plan is established. A timeline for review will be implemented (Town Clerk & RFO).
A.4	Is the review and approval of policies minuted by the Council?	Y	RE/KB		
	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	RE/KB		All accounts for payment are minuted by the Committee or Full Council.
B.2	Are purchase orders raised where appropriate and expenditure approved?	Y	RE/KB		Sampling of previous purchase orders undertaken and reviewed.
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 Y Y Y Y	RE/KB		Process explained and demonstrated on the Xero accounting system now in operation – reviewers satisfied.
B.4	Do signatories initial the payment statements to confirm the details on the online payments match the invoice for payment?	N (see notes)	RE/KB		After the return to physical meetings, this has not been re-instated. F & P Committee has decided that physical signatures is NOT required. Clerk to action a record of signatures of signatories ACTION
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	RE/KB		

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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	RE/KB		Process explained and demonstrated on the Xero accounting system in operation – reviewers satisfied.
B.7	All supplies have a relevant invoice or receipt or delivery note	Y	RE/KB		
B.8	Is the Council S137 policy current and regularly reviewed?	Y	RE/KB		
B.9	Do all S137 applicants complete and sign an application form and comply with the Council guidance notes?	Y	RE/KB		
C	CONTRACTS AND LEASING				
C.1	Has the Council external Contracts, i.e. with external suppliers?	Y			With Whom and scope: ➤ Sports and Play Consulting for the management of play park improvements
C.2	Has the Council any Management or Service Level Agreements (SLA) in place?	Y	RE/KB		With Whom and Scope: - ➤ TB & TF JC – Rendel Park ➤ Cornwall Council – Sparrow Park and Local Maintenance Partnership (LMP) footpath cutting ➤ St James Church PCC – Town Clock ➤ Cornwall Council - Japanese Knotweed application of herbicide annual sum £250.00 (now expired, in contact with CC regarding renewal)
C.3	Has the Council entered into any leasing or hiring arrangements? If so, give details:	Y	RE/KB		Details of Lease(s): ➤ 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) ➤ Defence Estates – Bench on Land at Yonderberry (Annual) ➤ Cornwall Council – Antony Road Flats (Bench) ➤ BT (Shire Leasing) Telephone System (lease) ➤ Cornwall Council – Public Conveniences ➤ Cornwall Council – Thanckes Park play park, Borough Park play park, Cambridge Field, Chestnut Close play park and tennis courts.

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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	RE/KB		
D.2	Are passwords and pin numbers held securely and not lent to unauthorised persons or the pin number disclosed?	Y	RE/KB		Clarify delegated authorised use of credit card, i.e. controls in place for credit card when RFO unavailable. ACTION authorise the issue a credit card to the Library and Community Hub Manager.
D.3	Are all on-line transactions: ➤ Either supported by an authorised requisition form or recorded in a transaction log? Supported by receipts?	Y	RE/KB		Process explained and demonstrated on the Xero accounting system now in operation – reviewers satisfied.
D.4	Prior to being processed through the system are the transactions reconciled: - ➤ to valid VAT receipts; ➤ the bank statement; ➤ approved and authorised by the delegated signatories?	Y	RE/KB		
E	CASH BOOK, RECONCILIATION AND FINANCIAL COMPARISON				
E.1	Is all income and expenditure entered into the cash book in a timely manner?	Y	RE/KB		
E.2	Does the income and expenditure records reconcile with the end of month bank statement?	Y	RE/KB		
E.3	If there are any unreconciled monthly statements is an explanation given?	N/A			
E.4	Does the cash book reconcile with the monthly financial comparison presented to council?	Y	RE/KB		
E.5	Is the reconciliation checked and initialled by a member of staff not involved in the process ensuring separation of duties?	Y	RE/KB		
E.6	Have all bank statements been received and filed in chronological numerical sequence?	Y	RE/KB		
E.7	Is the monthly bank reconciliation undertaken by Councillor and RFO?	Y	RE/KB		

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

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G	INCOME – Collection and Banking				
G.1	Is all income received banked intact and on a regular basis?	Y	RE/KB		
G.2	Are references to banking income annotated on the paying in book?	Y	RE/KB		
G.3	Is income received by BACS and recorded on the bank statement reconciled to the correct cost centre?	Y	RE/KB		
	INCOME - Debtors				
G.4	Are outstanding debts monitored by the Town Clerk?	Y	RE/KB		
G.5	Are all outstanding debts reported in a chronological sequence to the Finance and Personnel Committee in accordance with the finance policy and financial regulations?	Y	RE/KB		
G.6	Are debts and adjustments written off with the recommendation of the Finance and Personnel and approval by Council?	Y	RE/KB		
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	RE/KB		Reviewed annually at the Budget setting meeting and then approved at a Full Council meeting.
H.2	Is the hiring diary maintained by the Support Officer?	Y	RE/KB		
H.3	Are all lettings income invoiced?	Y	RE/KB		
H.4	Does the occupier's fee or charge reflect the charges approved by the Council at the Budget setting meeting?	Y	RE/KB		
H.5	Where applicable, are appropriate service charges applied in addition to the occupier's fee?	Y	RE/KB		

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I	SECURITY				
I.1	Does the Council have a signing in book for contactors?	Y	RE/KB		A check board is fixed to the wall, all contractors in accordance with Council's H&S Policy are made aware of actions required of them whilst in the building.
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	RE/KB		A low value float is retained at the Library in the secure safe. Agree threshold limit for cash held at the Library. ACTION: New insurer - maximum cash limit on premises £2,500.00
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	RE/KB		
I.4	Has the Council a designated officer with responsibility for the CCTV?	Y	RE/KB		
I.5	Is the Council registered with the Information Commissioner and has a Data Protection Policy that is regularly reviewed?	Y	RE/KB		
I.6	Is the CCTV recording equipment held securely and access restricted and recorded images retained for a minimum period before being deleted?	Y	RE/KB		
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	RE/KB		Asset Management and Operations Committee responsibility
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	RE/KB		

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J.3	Are inventories checked annually?	Y	RE/KB		
J.4	Does the Council certify the inventory each year in the financial accounts?	Y	RE/KB		
J.5	Are all internal assets recorded on the inventory retained in a secure location?	Y	RE/KB		Online document – password protected.
J.6	Are all appropriate assets security marked?	Y	RE/KB		
J.7	For equipment that is lent or hired out, is the loans log up to date?	Y	RE/KB		
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	RE/KB		
K	RISK MANAGEMENT AND INSURANCE				
K1	Is the Council Business Management Risk Assessment and Financial Risk Assessment current and up to date?	Y	RE/KB		Approved at Full Council meeting held February 2022.
K2	Are the Council's Inventory Insurance values current and appropriate?	Y	RE/KB		
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 > Hirers Liability > Personal Accident	Y	RE/KB		
Completed by:	Councillor Miss R A Evans BEM (Town Mayor) and Councillor Mrs K Brownhill (Finance & Personnel Committee Vice Chairman)	Reviewed by the Finance and Personnel Committee	28/02/22	Approved by Town Council	
Date Completed:	18/02/22	Date Reviewed	18/02/22	Date Approved	17/03/22