

**WHATLINGTON PARISH COUNCIL**  
**FINANCIAL MANAGEMENT FOR THE COUNCILS ACCOUNTS.**  
**REVIEWED 17<sup>th</sup> AUGUST 2017**

1. Responsibility for preparing the statement of accounts in accordance with the requirements of the Accounts and Audit Regulations 2006 and with the Parish Councils Standing Order and Financial Regulations rests with the Clerk as Responsible Financial Officer, The Chairman and fellow councillors.
2. **ANNUAL RETURN.**  
The RFO is responsible for completing the Auditors Annual Return as soon as practicable after the end of the financial year and submitting it to the council for approval.  
After approval by the council, the RFO and the Chairman sign pages 2 (Statement of Accounts) and page 3 (Annual Governance Statement) of the Annual Return ready for the annual audit of the account.
3. **AUDIT**  
The council's accounts are subject to internal and external audit in accordance with the Accounts Audit Regulations 1996 amended by Audit Commission Act 1998 and Code of Audit practice 2006. The Internal Auditor shall be appointed by and shall carry out the work required by the Council in accordance with proper practices. The Internal Auditor, who shall be competent and independent of the operations of the Council, shall report to Council in writing, or in person, on a regular basis with a minimum of one annual written report in respect of each financial year. In order to demonstrate objectivity and independence, the Internal Auditor shall be free from any conflicts of interest and have no involvement in the financial decision making, management or control of the Council.
4. **TERMS OF REFERENCE FOR INTERNAL AUDITOR**  
To provide an independent review of the internal control of the council's, financial management.  
To check that any matters advised at the previous year's internal or external audits have been dealt with.  
To sign section 4 of the Annual Internal Audit Report.  
To make a report to include any recommendations for changes to the current system of control for the council to consider  
The work will be expected to be carried out ethically and with integrity and objectivity.
5. **TIMING**  
Accounts, background papers, paid invoices etc. to be available for the Internal Auditor following approval by the Parish Council.  
Internal audit is to be carried out as soon as possible in order that the Annual Return can be sent to the External Auditor at the due time.
6. **REVIEW OF EFFECTIVENESS OF INTERNAL AUDIT**  
The council will review the effectiveness of the internal audit, noting that the terms of reference were adhered to, appropriate or needed amending.
7. **FRAUD**  
The Internal Auditor does not have any responsibility for finding incidents of fraud. The Parish Council is responsible for maintaining an adequate and effective independent system of internal audit of accounting records and internal control.
8. **ASSET REGISTER**  
The council maintain an Asset Register which is updated by the RFO annually.
9. **RISK ASSESSMENT**  
The council reviews the Risk Assessment and Management policy annually in January.