

Terms of Reference:

- i) to conduct an annual review of the effectiveness of Shiplake Parish Council's system of internal control;
- ii) to recommend to Shiplake Parish Council that it publishes a statement on internal control (statement of assurance) each year with the Council's financial statements;
- iii) to assess the scope of the Internal Audit, its independence, its competence, audit planning and reporting.
- iv) To undertake a Risk Assessment.

STATEMENT OF INTERNAL CONTROL FOR SHIPLAKE PARISH COUNCIL

- 1 This statement relates to the internal controls for Shiplake Parish Council for the 12 months from 1st April 2018 to 31st March 2019. The Council is responsible for ensuring that the Parish Council:
 - keeps proper accounting records during the year which will disclose, with reasonable accuracy and, at any time the financial position and has been drawn up following recognized accounting practices.
 - maintains and operates an effective system of internal control to safeguard all the resources delegated, granted or otherwise entrusted to the Council and ensure they are used cost effectively
- 2 The system of internal control has been developed and is coordinated by the Chair. It aims to provide as much assurance as is reasonably possible (not absolute assurance) that assets are safeguarded, transactions are properly authorised and recorded and that material errors or irregularities are either prevented or can be detected promptly
- 3 Our review of the effectiveness of the systems of internal control is informed by:
 - our regular scrutiny of financial and other performance monitoring data
 - regular reports from the clerk to the Parish Council
 - the most recent report of the Councils internal auditor dated May 2018
 - our most recent Risk Management Assessment dated December 2018
- 4 We are, therefore, satisfied that the internal control systems in operation at Shiplake Parish Council during the year were adequate and effective
- 5 We propose over the coming year to take the following steps to address the weaknesses noted above:
 - Action all recommendations in the Audit Report dated September 2018

By order of the Council of Shiplake Parish Council

(Signed)
(Parish Clerk)

Dated

18/3/19

(Signed)
(Chairman)

Dated

8/3/19