

INTERNAL AUDIT FOR GLEN PARVA PARISH COUNCIL

Date of visit: 3rd May 2018

INTERNAL CONTROL	TEST UNDERTAKEN	RESULT	TEST DATE
Proper Bookkeeping	1 Is the cashbook maintained & up to date?	Yes	03-May
	Is the cashbook arithmetically correct?	Yes	03-May
	Is the cashbook regularly balanced?	Yes	03-May
Standing Orders & Financial Regulations and Payment controls	2 Has the Council formally adopted SOs & FRs	Yes	03-May
	Has the RFO been appointed with specific duties	Yes	03-May
	Have items or services above the de minimus amount been competitively purchased	Yes	03-May
	Are payments in Cashbook supported by invoices, authorised & minuted	Yes	03-May
	Has VAT on payments been identified, recorded & reclaimed	Yes	03-May
	Is S137 expenditure separately recorded & within statutory limits	Yes	03-May
Risk Management arrangements	3 Does a review of the minutes identify any unusual financial activity	No	03-May
	Do minutes record Council carrying out an annual risk assessment	Yes	03-May
	Is insurance cover appropriate & adequate	Yes	03-May
	Are internal financial controls documented and regularly reviewed	Yes	03-May
Budgetary Controls	4 Has the Council prepared an annual budget in support of its precept	Yes	03-May
	Is actual expenditure against the budget regularly reported to Council	Yes	03-May
	Are there any significant unexplained variances from the budget	No	03-May
Income Controls	5 Is income properly recorded & promptly banked	Yes	03-May
	Does the precept recorded agree to the Council Tax Authority notification	Yes	03-May
	Are security controls over cash & near-cash adequate & effective	Yes	03-May
Petty Cash Procedures	6 Is all petty cash spent recorded and supported by VAT invoice/receipt	Yes	03-May
	Is Petty Cash expenditure reported to each Council meeting	Yes	03-May
	Is Petty Cash reimbursement carried out regularly	Yes	03-May
Payroll Controls	7 Do all employees have contract of employment with clear terms & conditions	Yes	03-May
	Do salaries paid agree with those approved by the Council	Yes	03-May
	Are other payments to employees reasonable and appro. by Council	Yes	03-May
	Have PAYE/NIC been properly operated by Council as an employer	Yes	03-May
Asset Controls	8 Does the Council maintain a Register of all assets owned or in its care	Yes	03-May
	Are the Assets and investment registers up to date	Yes	03-May
	Do asset insurance valuations agree with those in the assets register	Yes	03-May
Bank Reconciliation	9 Is there a bank reconciliation for each account	Yes	03-May
	Is a bank reconciliation carried out regularly and in a timely fashion	Yes	03-May
	Are there any unexplained balancing entries in any reconciliation	No	03-May
Year - end procedures	10 Are year end accounts prepared on the correct accounting basis (R & P or I & E)	Yes	03-May
	Do accounts agree with the cash book	Yes	03-May
	Is there an audit trail from the underlying financial records to the accounts	Yes	03-May
	Where appropriate, have debtors & creditors been properly recorded	Yes	03-May

**COMMENTS/RECOMMENDATIONS RESULTING
FROM THE INTERNAL AUDIT**

COMMENTS/NOTES

During this review the Council has demonstrated that it has fulfilled its obligations with regard to budget planning, risk assessment, insurance and its statutory obligations towards its staff.

A review of the minutes and raw documents has not revealed any unusual financial activity.

Bearing in mind the difficult year that the Council and its staff have had to endure the records and procedures have been remarkably well maintained.

RECOMMENDATIONS

None

I hereby declare that the Internal Audit has been carried out according to published guidelines and has been conducted in an independent and objective manner

Kevin Shaw
Internal Auditor

Date: 4th May 2018