

INTERNAL AUDIT FOR BARKESTONE PLUNGAR AND REDMILE PARISH COUNCIL

INTERNAL CONTROL	TEST UNDERTAKEN	RESULT	TEST DATE		
Proper Bookkeeping	1	Is the cashbook maintained & up to date?	YES	26-May	
		Is the cashbook arithmetically correct?	YES	26-May	
		Is the cashbook regularly balanced?	YES	26-May	
Standing Orders & Financial Regulations and Payment controls	2	Has the Council formally adopted SOs & FRs	YES	26-May	
		Has the RFO been appointed with specific duties	YES	26-May	
		Have items or services above the de minimus amount been competitively purchased	YES	26-May	
		Are payments in Cashbook supported by invoices, authorised & minuted	YES	26-May	
		Has VAT on payments been identified, recorded & reclaimed	YES	26-May	
		Is S137 expenditure separately recorded & within statutory limits	YES	26-May	
Risk Management arrangements	3.	Does a review of the minutes identify any unusual financial activity	NO	26-May	
		Do minutes record Council carrying out an annual risk assessment	YES	26-May	
		Is insurance cover appropriate & adequate	YES	26-May	
		Are internal financial controls documented and regularly reviewed	YES	26-May	
Budgetary Controls	4	Has the Council prepared an annual budget in support of its precept	YES	26-May	
		Is actual expenditure against the budget regularly reported to Council	YES	26-May	
		Are there any significant unexplained variances from the budget	NO	26-May	
Income Controls	5	Is income properly recorded & promptly banked	YES	26-May	
		Does the precept recorded agree to the Council Tax Authority notification	YES	26-May	
		Are security controls over cash & near-cash adequate & effective	YES	26-May	
Petty Cash Procedures	6	Is all petty cash spent recorded and supported by VAT invoice/receipt	Y/N	NO PETTY CASH	
		Is Petty Cash expenditure reported to each Council meeting	Y/N		
		Is Petty Cash reimbursement carried out regularly	Y/N		
Payroll Controls	7	Do all employees have contract of employment with clear terms & conditions	NO	26-May	
		Do salaries paid agree with those approved by the Council	YES	26-May	
		Are other payments to employees reasonable and appro. by Council	YES	26-May	
		Have PAYE/NIC been properly operated by Council as an employer	YES	26-May	
Asset Controls	8	Does the Council maintain a Register of all assets owned or in its care	YES	26-May	
		Are the Assets and investment registers up to date	YES	26-May	
		Do asset insurance valuations agree with those in the assets register	YES	26-May	
Bank Reconcilliation	9	Is there a bank reconciliation for each account	YES	26-May	
		Is a bank reconciliation carried out regularly and in a timely fashion	YES	26-May	
		Are there any unexplained balancing entries in any reconciliation	NO	26-May	
Year - end procedures	10	Are year end accounts prepared on the correct accounting basis (R & P or I & E)	YES	26-May	
		Do accounts agree with the cash book	YES	26-May	
		Is there an audit trail from the underlying financial records to the accounts	YES	26-May	
		Where appropriate, have debtors & creditors been properly recorded	YES	26-May	

COMMENTS/RECOMMENDATIONS RESULTING FROM THE INTERNAL AUDIT

COMMENTS/NOTES

Review date: 26th May 2017

During the 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.

Variances on the Annual Return can be fully explained.

RECOMMENDATIONS

All members of staff should have a Contract of Employment.

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: 26th May 2017

