

Neatishead Parish Council

Internal Audit Report

For Neatishead Parish / Town Council

Financial Year 2016/17

Prepared by SJ Wellerd , date 10.05.17

I have completed an internal audit of the accounts for Neatishead Paris Council for the year ending 31.03.17.

My findings are detailed below using the tests provided in the Governance and Accountability (England) 2016.

I would like to thank the Clerk/RFO for providing me with all the information required for the Internal Audit.

Proper bookkeeping	The cashbook is maintained and up to date.
	checked payments from the “cashbook”/computer listing to invoices, including all large amounts checked receipts from cashbook to supporting documentation reviewed VAT documentation. VAT has been reclaimed to 28.02.17
	The cashbook is regularly balanced
Standing Orders, Financial Regulations and payment controls	Standing Orders were reviewed by the Council in October 2016 Financial Regulations were reviewed by the Council in January 2016
	The Council has adopted the General Power of Competence. The limitations of LGA 1972 s.137 for payments outside of usual council powers are therefore not relevant
Risk management arrangements	Insurance cover is appropriate and adequate.
	Minutes record the council carrying out risk assessments and reviews its risk management scheme.
	Internal financial controls regularly reviewed via the financial risk assessment- last reviewed October 2016
	Minutes record the council carrying out risk assessments and reviews its risk management scheme
Budgetary controls	reviewed budget regular comparisons are carried out of actual spending to budget figures The council prepared an annual budget in support of its precept and this has been minuted as being approved
Income controls	All income is properly recorded and promptly banked
	The precept recorded agrees to the Council Tax authority’s notification.

Payroll controls	<p>The Clerk has a contract of employment with clear terms and conditions.</p> <p>The salary paid agrees with those approved by the council.</p>
Asset controls	<p>All other payments to employees reasonable and approved by the council</p> <p>PAYE/NIC has been properly operated by the council as an employer.</p> <p>The council maintains a register of all material assets owned or in its care.</p> <p>Asset register reviewed March 2017</p>
Petty cash procedures	<p>No petty cash is used.</p>
Bank reconciliation	<p>Regular bank reconciliation for each account reported to council</p>
Year-end procedures	<p>Year-end accounts prepared on the correct accounting basis Receipts and Payments and accounts agree with the cashbook</p> <p>Year-end bank reconciliation completed</p>
Procedural	<p>The eligibility for the General Power of Competence has been properly evidenced.</p> <p>The agendas for whole year are on the Parish Council website.</p> <p>The last Internal Audit report has been considered by council.</p>
Transparency: For smaller councils with turnover under £25,000	<p>The minutes for whole year are on the Parish Council website</p> <p>All payments, including those over £100 are detailed on the PC website.</p>
	<p>The notice of Electors' rights is advertised on the PC website</p> <p>Councillors' responsibilities are detailed on website</p> <p>Last financial year's Annual Return is posted on the PC website.</p>

	The land and building assets details are posted on the PC website.
Allotments	Fees for the allotments were been reviewed and agreed by Council
	A list of allotment holders with amounts paid to Council is recorded

Summary of my recommendations:

The above tests and review work showed the accounts are supported by invoices and receipts and agree to year end bank statements. There is evidence to show that the Council is adequately involved in the financial management and governance of the Council.

I have therefore signed the internal auditor’s part of the Annual Return.

I have discussed a few minor matters with Sarah. My only suggestion is that the Parish Council publish its budget as part of its minutes.

.....
Signed
SJ Wellerd BA
Cert. in Local Govt. Administration.

.....
Date