INTERNAL AUDIT FOR NEATISHEAD PARISH COUNCIL FOR THE YEAR 2015/16

I certify that I have carried out the tests, detailed below, in accordance with the suggested approach in the "Governance and Accountability for Local Councils – A Practitioners Guide (England) March 2014" and "Accounts and Audit Regulations 2015".

Signed..... [redacted] .... Date.....9 May 2016.........

Previous Audit Report	The minutes show that Members noted and discussed, the 2015/16 interim audit report.
Bookkeeping	The cashbook is up to date, arithmetically correct and balanced quarterly. However, multiple items paid against one cheque should be shown separately in the cash book.
Standing Orders, Financial Regulations and Payment Controls.	The review of Standing Orders (due October 2015), Financial Regulations (due November 2015) and Financial Risk Assessment (due November 2015) has yet to be carried out. In order to comply with the "Local Government (Transparency Requirements) (England) Regulations 2015", I suggest that the council displays the cash book sheets on the notice board and, in pdf, on the website. Payments show in the cashbook, are supported by invoices. VAT and s137 have been correctly and separately identified. s137 allowance has not been minuted.
Risk Management.	Declarations and Registration of Interests have been completed by and signed, Members. The Council has carried our risk assessments on its' responsibilities and has completed formal reports. The Council takes due diligence with regard to risk however. The Council carries appropriate insurance. Internal financial controls have been reviewed and cashbook/bank statements are regularly reconciled and signed as correct by a Member. The Councils Procedures are due for annual review. I note that Members have attended meetings with third parties, under delegated powers but there are no written reports. Members, acting under delegated powers, should record the date, those attending and notes on the discussions, or decisions, which took place. This is ensure that a correct record can be reviewed at a later date and demonstrates that

	Members have not exceeded their delegated powers.
Budgetary Controls	The Council has prepared an annual budget to support the precept. Expenditure is monitored against budget and reported to Members. The annual budget for 2016/17 has been considered by Members and precept demand submitted accordingly.
Income Controls	Income is properly recorded and banked as necessary and the receipt of precept reported to Members.
Payroll	Contract of Employment is in place, salary regularly reviewed and correctly recorded. Expenses incurred by the Clerk have been properly recorded and reimbursement made. PAYE/NIC has been properly operated and returns and payments made to HMRC.
Asset Controls	The Council has reviewed the asset register which shows a total asset value of £6,269.
Bank Reconciliation	The bank account is reconciled regularly, compared to the cashbook and signed as correct by a Member. Cheques have been correctly initialled on the counterfoil. Debtors and creditors are appropriately identified.
Agendas and Minutes	Agendas have been prepared and minutes correctly recorded and approved. I have concerns over the use of the item "Matters Arising". The Agendas show that there are specific items to be discussed under this heading which have been brought forward from previous meetings. I note that other matters, which have not been notified, have also been discussed. The Council cannot make decision/resolution on any un-notified matters. I note that the Council has deposited its' historical records with the Norfolk Archive Centre. This is a good policy.
Comment	I find that the documentation is in good order and kept in accordance with the legal requirements and good practice.