

INTERNAL AUDIT FOR ENDERBY PARISH COUNCIL

Date of visit(s) 17th January and 25th April 2019

INTERNAL CONTROL	TEST UNDERTAKEN	RESULT	TEST DATE	
Proper Bookkeeping	1 Is the cashbook maintained & up to date? Is the cashbook arithmetically correct? Is the cashbook regularly balanced?	YES	17-Jan	25-Apr
		YES	17-Jan	25-Apr
		YES	17-Jan	25-Apr
Standing Orders & Financial Regulations and Payment controls	2 Has the Council formally adopted SOs & FRs Has the RFO been appointed with specific duties Have items or services above the de minimus amount been competitively purchased Are payments in Cashbook supported by invoices, authorised & minuted Has VAT on payments been identified, recorded & reclaimed Is S137 expenditure separately recorded & within statutory limits	YES	17-Jan	
		YES	17-Jan	
		YES	17-Jan	25-Apr
		YES	17-Jan	25-Apr
		N/A	17-Jan	25-Apr
Risk Management arrangements	3. Does a review of the minutes identify any unusual financial activity Do minutes record Council carrying out an annual risk assessment Is insurance cover appropriate & adequate Are internal financial controls documented and regularly reviewed	NO	17-Jan	
		YES	17-Jan	
		YES	17-Jan	
		YES	17-Jan	
Budgetary Controls	4 Has the Council prepared an annual budget in support of its precept Is actual expenditure against the budget regularly reported to Council Are there any significant unexplained variances from the budget	YES	17-Jan	25-Apr
		YES	17-Jan	25-Apr
		NO	17-Jan	25-Apr
Income Controls	5 Is income properly recorded & promptly banked Does the precept recorded agree to the Council Tax Authority notification Are security controls over cash & near-cash adequate & effective	YES	17-Jan	
		YES	17-Jan	
		YES	17-Jan	
Petty Cash Procedures	6 Is all petty cash spent recorded and supported by VAT invoice/receipt Is Petty Cash expenditure reported to each Council meeting Is Petty Cash reimbursement carried out regularly	YES		25-Apr
		YES		25-Apr
		YES		25-Apr
Payroll Controls	7 Do all employees have contract of employment with clear terms & conditions Do salaries paid agree with those approved by the Council Are other payments to employees reasonable and appro. by Council Have PAYE/NIC been properly operated by Council as an employer	YES		25-Apr
		YES		25-Apr
		YES		25-Apr
		YES		25-Apr
Asset Controls	8 Does the Council maintain a Register of all assets owned or in its care Are the Assets and investment registers up to date Do asset insurance valuations agree with those in the assets register	YES		25-Apr
		YES		25-Apr
		YES		25-Apr
Bank Reconciliation	9 Is there a bank reconciliation for each account Is a bank reconciliation carried out regularly and in a timely fashion Are there any unexplained balancing entries in any reconciliation	YES	17-Jan	
		YES	17-Jan	
		NO	17-Jan	
Year - end procedures	10 Are year end accounts prepared on the correct accounting basis (R & P or I & E) Do accounts agree with the cash book Is there an audit trail from the underlying financial records to the accounts Where appropriate, have debtors & creditors been properly recorded	YES		25-Apr
		YES		25-Apr
		YES		25-Apr
		YES		25-Apr

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

COMMENTS/NOTES

Council have Power of Competence, so no longer need to use Section 137

During these reviews 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

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: 25th April 2019