

Internal Audit 2016

For Bulkeley & Ridley Parish Council based on a suggested approach to internal audit testing, Governance & Accountability in Local Councils. Practitioners Guide 2008.

Paper Bookkeeping	
Is the cashbook maintained and up to date?	Yes
Is the cashbook arithmetic correct?	Yes
Is the cashbook regularly balanced?	Yes
a) Standing Orders and Financial Regulations adopted and applied, and b) Payment controls	
Has the council formally adopted standing orders and financial regulations?	Yes
Has a Responsible Financial Officer been appointed with specified duties?	Yes
Have items or services above a de minimis amount been competitively purchased?	N/A
Are payments in the cash book supported by invoices, authorised and minuted?	Yes
Has VAT on payments been identified, recorded and reclaimed?	Yes
Is s137 expenditure separately recorded and within statutory limits?	Yes
Risk Management arrangements	
Does a review of the minutes identify any unusual financial activity?	No
Do the minutes record the Council carrying out an annual risk assessment?	Yes
Is insurance cover appropriate and adequate?	Yes
Are internal financial controls documented and regularly reviewed?	Yes
Budgetary controls	
Has the Council prepared an annual budget in support of its precept?	Yes
Is actual expenditure against the budget regularly reported to the Council?	Yes
Are there any significant unexplained variations from budget?	No
Income controls	
Is income properly recorded and promptly banked?	Yes
Does the precept recorded in the cashbook agree to the district council's notification?	Yes
Are security controls over cash adequate and effective?	Yes
Petty cash procedures	
Is all petty cash recorded and promptly banked?	N/A
Is petty cash expenditure reported to each Council meeting?	N/A
Is petty cash reimbursement carried out regularly?	N/A
Payroll controls	
Do all employees have contracts of employment with clear terms and conditions?	
Do salaries paid agree with those approved by Council?	Yes
Are other payments to the clerk reasonable and approved by Council?	Yes
Has PAYE/NIC been properly operated by the Council as an employer?	Yes
Assets controls	
Does the council keep an asset register of all material assets owned?	Yes

Are the asset/investments register up to date?	Yes
Do asset insurance valuations agree with those in the asset register?	Yes
Bank reconciliation	
Is there bank reconciliation for each account?	Yes
Is bank reconciliation carried out regularly and in timely fashion?	Yes
Are there any unexplained balancing entries in any reconciliation?	No
Year-end procedures	
Are year-end accounts prepared on the correct accounting basis (Receipts & Payments / Income & Expenditure)?	Yes
Do accounts agree with the cash book?	Yes
Is there an audit trail from underlying financial records to the accounts?	Yes
Where appropriate, have debtors and creditors been properly recorded?	N/A

NOTE

Richard Salmon
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