

INTERNAL AUDIT FOR RATCLIFFE on the WREAKE PARISH COUNCIL

Visit made: 2nd May 2017

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 Yes Yes	02-May 02-May 02-May
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 Yes Yes Yes Yes Yes	02-May 02-May 02-May 02-May 02-May 02-May
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	Yes Yes Yes Yes	See over 02-May 02-May 02-May
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 Yes Yes	02-May 02-May 02-May
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 Yes Yes	02-May 02-May 02-May
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		Not applicable
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 Yes Yes	02-May 02-May 02-May Clerk is self employed
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 Yes Yes	02-May 02-May 02-May
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 Yes Yes	02-May 02-May 02-May
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 Yes Yes Yes	02-May 02-May 02-May 02-May

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

COMMENTS/NOTES

The ongoing negotiations regarding "The Boathouse" are unusual but funds held in reserve will ensure there is no adverse effect on the Parish Council

During this 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.

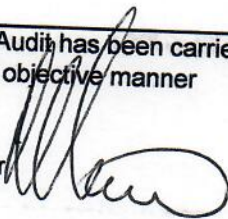
A review of the minutes and raw documents has not revealed any unusual financial activity.

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: 3rd May 2017