

INTERNAL AUDIT FOR RAVENSTONE WITH SNIBSTON PARISH COUNCIL

Visit made: 8th May 2018

INTERNAL CONTROL	TEST UNDERTAKEN	RESULT	TEST DATE
Proper Bookkeeping	1 Is the cashbook maintained & up to date?	YES	08-May
	Is the cashbook arithmetically correct?	YES	08-May
	Is the cashbook regularly balanced?	YES	08-May
Standing Orders & Financial Regulations and Payment controls	2 Has the Council formally adopted SOs & FRs	YES	08-May
	Has the RFO been appointed with specific duties	YES	08-May
	Have items or services above the de minimus amount been competitively purchased	YES	08-May
	Are payments in Cashbook supported by invoices, authorised & minuted	YES	08-May
	Has VAT on payments been identified, recorded & reclaimed	YES	08-May
	Is S137 expenditure separately recorded & within statutory limits	YES	08-May
Risk Management arrangements	3 Does a review of the minutes identify any unusual financial activity	NO	08-May
	Do minutes record Council carrying out an annual risk assessment	YES	08-May
	Is insurance cover appropriate & adequate	YES	08-May
	Are internal financial controls documented and regularly reviewed	YES	08-May
Budgetary Controls	4 Has the Council prepared an annual budget in support of its precept	YES	08-May
	Is actual expenditure against the budget regularly reported to Council	YES	08-May
	Are there any significant unexplained variances from the budget	NO	08-May
Income Controls	5 Is income properly recorded & promptly banked	YES	08-May
	Does the precept recorded agree to the Council Tax Authority notification	YES	08-May
	Are security controls over cash & near-cash adequate & effective	YES	08-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	YES	08-May
	Do salaries paid agree with those approved by the Council	YES	08-May
	Are other payments to employees reasonable and appro. by Council	YES	08-May
	Have PAYE/NIC been properly operated by Council as an employer		Clerk is self employed
Asset Controls	8 Does the Council maintain a Register of all assets owned or in its care	YES	08-May
	Are the Assets and investment registers up to date	YES	08-May
	Do asset insurance valuations agree with those in the assets register	YES	08-May
Bank Reconciliation	9 Is there a bank reconciliation for each account	YES	08-May
	Is a bank reconciliation carried out regularly and in a timely fashion	YES	08-May
	Are there any unexplained balancing entries in any reconciliation	YES	08-May
Year - end procedures	10 Are year end accounts prepared on the correct accounting basis (R & P or I & E)	YES	08-May
	Do accounts agree with the cash book	YES	08-May
	Is there an audit trail from the underlying financial records to the accounts	YES	08-May
	Where appropriate, have debtors & creditors been properly recorded	YES	08-May

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

COMMENTS/NOTES

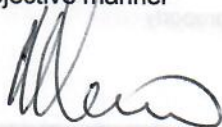
During this review the Council has demonstrated that it has fulfilled its obligations with regard to budget planning, risk assessment, insurance and its statutory obligations towards its staff.

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

RECOMMENDATIONS

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: 9th May 2018