

Worplesdon Parish Council

Internal Audit

Year Ended 31st March 2016



Prepared by: Mulberry & Co
Date of Interim Visit: 7th December 2015
Date of Final Visit: 25th May 2016

Law and Regulation Regarding Internal audit

Regulation 6 of the Accounts and Audit (England) Regulations 2011 imposes a duty on local councils to 'maintain an adequate and effective system of internal audit of its accounting records and of its system of internal control in accordance with the proper practices in relation to internal control. Internal audit is a key component of the system of internal control.

The purpose of internal audit is to review and report to the council whether its systems of financial and other internal controls over its activities and operating procedures are effective.

Internal audit's role is to assist the council in fulfilling its responsibility to have and maintain proper internal control arrangements and those for the prevention and detection of fraud, error or mistakes

All internal audit work must be reported to the council. Any report by internal audit is addressed to the council, may recommend actions to be taken by the council, and should be treated as a document open to view by local taxpayers.

Two pieces of legislation set out how local councils should behave when accounting for the public funds they manage and what rights local taxpayers have in relation to those accounts. These are the **Audit Commission Act 1998** and the **Accounts and Audit Regulations issued from time to time under the Act**. The requirement for local councils to prepare accounts annually and to subject them to external audit comes from the Audit Commission Act 1998 (the Act). The Act describes the rights of taxpayers and other interested parties in relation to those accounts.

Under the regulations, all local councils must at least once a year conduct in accordance with proper practices a review of the effectiveness of their system of internal control and publicly report the outcome. The Annual Governance Statement in Section 2 of the annual return provides the means for local councils to report to local taxpayers on their system of internal control.

This report is prepared for the council and proper officers of the council named above, for use in fulfilling their obligations under the Audit Commission Act 1998 and the Accounts and Audit Regulations issued from time to time under the Act for preparing the Annual Return and reviewing the effectiveness of their system of internal controls. Mulberry and Co accept no responsibility for any action or inaction taken as a result of the findings of this report and accept no responsibility to any other party other than those named above.

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Summary Findings

I enclose my final report for your kind attention and presentation to the council. I am pleased to report that overall the systems and procedures you have in place are entirely fit for purpose. I would like to thank the clerk for her hard work during the year and am pleased to say her high standard of work continues; I therefore make no recommendation for change at this stage and have signed off the annual return.

My audit was conducted in accordance with current practices and guidelines and testing was conducted in line with the inherent risks assessment. Whilst I have not tested all transactions, my sample has where appropriate has covered the entire year to date. Amongst others the following areas were covered in my testing:-

- Review of the Financial Regulations & Standing orders
- Review of the Risk Assessments
- Review of the Budgeting process
- Proper Bookkeeping – review of the use of the accounts package.
- Review of Income
- Review of Salaries
- Review of year end accounts

A. BOOKS OF ACCOUNT

The Scribe system reports were reviewed for the period ended 31/10/2015; entries were posted in a clear and logical manner with clear robust referencing. I therefore make no recommendation to change this system. The clerks dual process of bank reconciliation at the month end allows for a double check of the figures before presentation to council.

B. FINANCIAL REGULATIONS

The Financial Regulations and Standing Orders were reviewed in May 2015 and council agreed and minuted these properly, I have noted the NALC models have been adopted. These documents are current and I make no recommendation to change at this time. I have tested the following items and can confirm council is following regulations.

- FR 2.2 Bank reconciliations are produced and signed off monthly and reported as such to council.
- FR 3 Budget Process being followed in accordance with regulations.
- FR 5 and 6 – authorisation and payment. Payment procedure and invoice authorisation is a robust system, it is easy to follow authorised payments per the minutes to the underlying documentation which is equally authorised and checked. Whilst on-line payments can be created and authorised by one individual which can be viewed as a control risk to allow one single user access to set up and authorise a payment the compensating controls are in the form of monthly reporting of bank balances and sign off by councillors. The absence of such a control would be cause for concern.
- FR 7 Statutory obligations in respect of PAYE are met council is paying PAYE on time.
- FR 11.1.h Council has followed due process in obtaining quotes for insurance. My only advice would be in future to ensure minute is sufficiently descriptive to describe the process and to show that result is from council discussion of the same.

C. RISK MANAGEMENT & INSURANCE

Council is insured via Aviva on a standard local authority package, money and asset cover appear adequate. Council is aware that quotes will need to be obtained in accordance with financial regulations next year. Fixed assets are listed and in agreement with the fixed asset register.

The council has a list of risk assessments and these were taken to and discussed by the Health & Safety committee in the February 2016 meeting.

Council has a number of policy documents which are reviewed on an ad hoc basis.

The clerk is very experienced and ensures council is up to date in this regard.

D. BUDGET & PRECEPT

Council has reserves of £112,384 (2015: £83,486), of this £61K is earmarked leaving £51k as general reserves. At a precept level of £151K general reserves of up to £75K would not be regarded as excessive. As council is aware it has no power to accumulate general reserves and a rule of thumb of 50% of precept is seen as an acceptable level. The earmarked reserves are anticipated to be utilised within two years.

Budgets were approved by council in January 2016 and the 2016/17, budget shows that the new precept will be £191k this is to increase general reserves and put monies aside for a parish office

I am of the opinion that budgets, precept calculation and reserves are drawn up calculated and monitored in accordance with current regulations.

E. INCOME

Council has a number of streams of income, precept, grants, interest and tennis court. In total income is reported at £185,453 (2015: £155,596). The precept and grant income was tested to third party remittance advice notes. The tennis income is based on an honesty system and is reasonable compared to prior years.

I am therefore of the opinion that income is correctly recorded on the annual return.

F. PETTY CASH

No petty cash

G. PAYROLL

Payroll is performed in house but has now been contracted out as of 2016/17 payroll year. Council is aware of regulations in respect of auto enrolment.

The payroll cost per the annual return is £54,839, (2015: £52,298). The amounts can be reconciled to the underlying payroll records. There are no councillor allowances. The clerk is on pay scale SCP38.

I am of the opinion that salary costs are correctly shown on the annual return.

H. ASSETS AND INVESTMENTS

The council has £631,349 (2015: £577,350) of assets a net change of £53,999. During the council year replaced a notice board and added land a new barrier. The asset register is maintained on excel with photos, details of location, condition etc. Assets are shown at cost or proxy cost and not adjusted for insurance or replacement values.

I am of the opinion that assets are correctly shown on the annual return.

I. BANK RECONCILIATIONS

The council has four bank accounts showing a total of £110,728 (2015: £83,486) of cleared balances. The bank reconciliations for all accounts are properly prepared and presented to council and committee for verification and approval. The system of reconciliation is working correctly.

There are no long term investments or loans.

I am of the opinion that bank and cash balances are correctly shown on the annual return.

J. YEAR END ACCOUNTS

The year-end accounts have been prepared on the income and expenditure basis. The annual return casts correctly and can be related to the underlying accounts documentation. The bank and cash balances agree to the reconciliation as above, and the box 7 & 8 reconciliation agrees.

The net income for the year is £21,395 and bank and cash balances have increased by £27,242 the variance of £5,847 is attributable in the main to an increase in accruals/creditors at the year-end for work relating to the 2015/16 year for which the invoices had not been received.

I am of the opinion that the annual return has been properly prepared and can be sent to council and external auditors.

K. TRUSTEESHIP

No trusts.

Mark Mulberry
Internal Auditor
25th May 2016.

Points Forward – Action Plan

Point Forward / Action needed	Auditor notes	Council response
Other		
None		

Overview of Council

	Work Task	Schedule Ref	Notes/Results
Terms of Engagement			
1	Review terms of engagement letter and confirm appropriate to this year		New engagement letter issued Engagement letter is kept on the correspondence file.
2	Confirm that the professional independence and competence questionnaire has been completed and agreed with the client	1.2	Yes – confirmed and attached
3	Complete Budget	1.3	Completed & Agreed with Client
4	Complete Timetable	1.4	Completed & Agreed with Client
Planning Notes – Understanding the Town & Parish Council			
	Number of electors and size of precept		Electors 6,500 (2014/15: 6,500) Precept £151K (2014/15: £118k)
	Key personnel		Gaynor White Clerk & RFO
	Type of financial accounting in place i.e. Manual books, computerised system		Scribe system
	Does the council carry out an annual risk assessment, and is it documented.		Yes
	Does the council have a good control environment (evidence of internal reviews and counter signing of cheques etc)		Quarterly internal reviews carried out and documented.
	Any significant changes since prior year (staff or procedures)		No changes from last year
	Any there any matters arising from last year's audit and/or management letter		None
	Matters arising from discussions with council, including whether there is any evidence of fraud or material misstatement.		None
	Key high risk or expected problem areas,		None

Professional Independence and Competence Questionnaire

The internal audit function must be sufficiently independent from the management of financial controls and procedures of the council which are the subject of review. The person or persons carrying out internal audit must be competent to carry out the role in a way that meets the business needs of the council.

There are two key principles, which all local councils must follow in setting up their internal audit function, regardless of how procured: **independence and competence**.

INDEPENDENCE	
Do you have any specific reliance on the fee to be earned from this assignment	No
Overdue fees	
Does the client/group of clients owe the firm any money which exceeds our normal credit terms?	No
Litigation	
Is there any actual or anticipated litigation between us and the client in relation to fees, audit work or other work?	No
Associated firms	
Are you or your staff associated with any other practice or organisation which has had any dealings with the client council?	No
Family or other personal relationships	
Do you or any of your staff have personal or family connections with the council or its officers?	No
Mutual business interest	
Do you or any of your staff have any mutual business interests with the client or with an officer or employee of the client?	No
Financial involvement	
Do you or your staff, or anyone closely related to you or any of your staff, have any financial involvement in the client in respect of the following:	
Any beneficial interest in shares or other investments?	No
Any loans or guarantees?	No
Goods and services: hospitality	
Have you or any of your staff accepted materials, goods or services on favourable terms or received undue hospitality from the council?	No
Ex-partners or senior staff	
Has any senior officer of the council been a partner or senior employee of the practice?	No
Is the partner or any senior employee on the audit team in negotiations to join the client?	No
Long association	
Have you been acting for more than 10 years? If yes, then consider rotation/engagement quality review. 10th Year of auditing – with break at 6 years	No
Provision of other services	
Do we provide any of the following services to the client:-	
Accounting services, book-keeping or payroll services	No
Staff secondments	No
IT services where we are involved in the design, provision or implementation of systems	No
Specialist valuations which are included in the accounts	No
Tax compliance work or tax planning	No

Corporate finance activities	No
Any advocacy services e.g. Tax commissioner hearings	No
Any services relating to the management of the council	No
Any other services that may cause a threat to the firm's objectivity or independence	No
Where any of the above have been answered 'yes', then specify below what safeguards are proposed to maintain integrity and independence:-	
Competence	
Consider the following matters prior to deciding to accept appointment/re-appointment as auditors:	
Are there any particular challenges and risks associated with this client?	No
Do we have sufficient expertise available to undertake this audit engagement?	Yes
Are there sufficient resources available to undertake this audit engagement?	Yes
Having regard to the safeguards identified, I am satisfied that we are independent and competent to perform this audit.	

Budget

		Hours
Planning & Systems Work	Interim Visit	2
File Review and reporting	Interim Visit	1
Financial Procedures	Final Visit	2
File review	Final Visit	1
Total Budget Hours		6
Hourly Rate		£50
Time Cost		£300
Other costs	Mileage	£20
Total Budgeted Cost		£320
Total Budgeted Fee		£350

Timetable

Autumn 2015	Planning and Interim Audit work
May 2016	Final Audit work
May 2016	Issue Audit Report & Letter

Systems Notes

Worplesdon PC is a warded parish (4 of), they meet at the village memorial hall, the clerk and RFO and the assistant work from home. They are a proactive council.

Expenditure:

Expenditure is firstly identified and reported to the RFO. Quotes are obtained depending on the expense type and amount, for those amounts over £2,000 three quotes are sought and the publicised tender limit is £60,000. However, if deemed appropriate or significant a quote will be obtained even if below the £2,000 limit.

Expenditure has to be authorised by the council before payment can be made; however, the clerk has a pre-authorised limit of £500.00.

Payment:

The council does not set its own payment terms rather the supplier's own terms are used. The RFO decides whether to raise cheque ready for the next meeting or put on hold until next payment run. In readiness for each meeting the RFO prepares an expenditure list.

At the monthly and F&GP council meetings the expenditure list is approved, councillors are invited to sign cheques and cheque stubs when appropriate at the meeting. Payment is made by cheque only. Online payments for Salaries and HMRC – Direct Debit for telephone & pc back up. Each invoice is box stamped with the cheque number, date and RFO approval and council verification.

Each cheque is signed twice and the cheque stub is initialled twice.

There are 15 signatories of which 3 are required on the cheque. The mandates are updated periodically.

Petty Cash: No petty cash system

General Controls

The council has good general controls
Bank reconciliation is checked & signed off monthly
Report against budget at each PC meeting
Staff – no high turnover
Passwords on computers
External PC back up – weekly
Contact with RFO and clerk by appointment
Lockable cabinets
Internal review (quarterly)

Income

The council has two streams of income:-

Precept 95+% (bacs)

Tennis & grant income <5% (Bacs, Cash & Cheques)

All receipts are matched to the invoice. The invoice is written on to denote when it was settled.

Hire fees are set in advance by the council.

Cash is banked on a regularly.

Staff

There are personnel files on all members of staff.

Inherent Risk Assessment

Based on the above findings and discussions with council it is my opinion that the inherent risk within the systems of the council is categorised as follows

Work Task	notes	
Are standing orders and financial regulations regularly reviewed	Yes these were on site and were current and reference to a minute	Low Risk
Is council following its written Financial regulations & standing orders	Yes	Low Risk
Does the council have risk assessments in place and are theses reviewed at least annually	Yes	Low Risk
Does the council have a committee or working party responsible for internal checking	Yes	Low Risk
Is there evidence of hierarchical review (counter signing bank rec, invoices etc)	Yes	Low Risk
Is there regular reporting against budget?	Yes	Low Risk
Are books and records maintained on a regular basis	Yes	Low Risk
Is the clerk under time pressure	No	Low Risk
Are there complicated transactions?	No complicated transactions	Low Risk
Any changes to key staff	No	Low Risk
Any changes in systems or procedures	No	Low Risk
Is all info on site and to hand?	All info on site and to hand	Low Risk
Any problems in the past	No problems in past	Low Risk
Are there any other factors to consider?	Records neat and tidy	Low Risk

Conclusion & Opinion

I discussed the system above with the RFO and reviewed an invoice picked at random, which contained all the details mentioned above.

The system in place is robust and entirely fit for purpose for a Parish Council of this size. There are good internal controls, policies and procedures in place which are reviewed on an annual basis.

I am of the opinion that the inherent risk in the system is low and would recommend a sample size of 10 when testing in detail and would also state that the internal controls can be relied upon.

Specific Audit Plan

Audit Area Section 4 Annual Return	Notes	Risk of error or misstatement	Tests	Ref
Appropriate books of account have been kept properly throughout the year.	SCRIBE package in place, limited and uncomplicated transactions	Low	Review transactions in cashbook make verbal enquiries. Test arithmetic.	A
The council's financial regulations have been met, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	Good, simple system	Low	Review invoices and reconcile to cash book in detail. Review minutes and cheque books for authorisations	B
The council assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	Risk assessment policy written risk assessments carried out	Low	Review and comment	C
The annual precept requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate	Scribe package used	Low	Review minutes for evidence of council discussion of the same	D
Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	Only income is precept	Low	Test to precept application	E
Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	No Petty cash	Low	Nothing to test	F
Salaries to employees and allowances to members were paid in accordance with council approvals, and PAYE and NI requirements were properly applied.	Payroll processed using HMRC system	Low	Test rates and hours are authorised Test net wages to payments due	G
Asset and investments registers were complete and accurate and properly maintained.	Fixed asset register in place	Low	Review insurance schedule and cashbook for missing items off the register	H
Periodic and year-end bank account	Regular reconciliations on SCRIBE	Low	Test reconciliation in detail	I

reconciliations were properly carried out.				
Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, were supported by an adequate audit trail from underlying records, and where appropriate debtors and creditors were properly recorded.	Income & Expenditure	Low	Test audit trail sufficient for electors rights	J
Trust funds (including charitable) The council met its responsibilities as a trustee.	No trusts	Low	Nothing to test	K

Audit Findings

(A) Proper Bookkeeping

Objective	To confirm that appropriate books of account have been properly kept throughout the year
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The basic record of receipts and payments is always the starting point of an accounting system; the majority of internal controls will work back to that original record. It is essential that the system requires that the **basic cash book is kept up to date** and **balances are regularly verified against a bank statement** or the actual cash in the petty cash tin. This record will also **agree with the supporting vouchers**, invoices or receipts. Even though the arithmetic may be automatic on a computer based system it is necessary to **check that the additions and balancing are correct**. The level of checking will depend on who does what and with what frequency. Where there is a **computer based system**, the reliability of information reported by the system depends on the quality and accuracy of data input, and how it is then processed, and **so tests of the integrity of data input and processing should be considered**. A councillor or member of staff may do the checking or verification; internal audit will test that the checking verification within the system has been undertaken.

Test		Comments / Conclusions / Points Forward
1	Using the previous year's annual return agree the current year's brought forward balances in the cash book.	The cash book balances b/wd agrees to the 2014/15 c/wd balances.
2	Review the nominal ledger/cashbook for large and unusual entries and agree to supporting documentation	Council uses the electronic SCRIBE system, all entries laid out in clear and logical manner with references and cross references as appropriate to supporting documentation. No data fields have been left blank and the reader can easily identify from the narrative the nature and scope of the transaction.
3	Verify arithmetic by casting a sample of the cash book, if this is maintained electronically check one month only	SCRIBE is an electronic system, I have verified the arithmetic by testing the receipts at month 5. There were no errors
4	Is the cashbook maintained and up to date	The RFO/Clerk maintains the system on a regular basis.
5	Is the cashbook regularly balanced	Evidence seen to show bank reconciliations are produced on a regular basis – however printed evidence for council records was light
6	Is the data input by the RFO checked internally	Yes in detail.

OVERALL CONCLUSION (Subject to points carried forward in final notes)

Satisfactory – I am of the opinion that the SCRIBE package is being used properly, and that it is fit for purpose for a council of this size. I was pleased to see that the books and records on SCRIBE are regularly maintained and clerk/RFO has a positive attitude to keeping these up to date.

(B) Financial Regulations, Standing Orders & Payment Controls

Objective	To confirm The council's financial regulations have been met, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.
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The first step in establishing a financial system is to identify the general rules applicable at council or committee meetings and in carrying out the council's business. The Standing Orders, Financial Regulations and other internal instructions do this. **Internal audit should have a copy of the current Standing Orders, Financial Regulations and any internal instructions.** Internal audit's report to the council will include any recommendations for improvement in these documents arising as a result of their work during the year. The level of checking will depend on the content of the Standing Orders and Financial Regulations. The amount of work may well vary, and more extensive testing of compliance may be needed from time to time, but as a minimum, having established whether the **council has within the year reviewed its Standing Orders and Financial Regulations** for continued relevance, internal audit will test.

In purchase order procedures:

- that the **correct number of estimates, quotes or full tenders** depending on estimated value of contract **have been obtained** (Standing Orders will state the value at which tenders are required; Financial Regulations or Standing Orders will show the value where estimates or quotes only are required);
- that **proper purchase authority by council, a committee or officers** (under clear delegated powers) **is in place**; and
- that a **proper legal power has been identified** for the expenditure.

In purchase payments:

- that the supporting paperwork confirms that there is a **fully approved invoice and authorisation for payment**; and
- that **VAT is identified** appropriately for reclaim.

In most councils these checks can be limited to a sample of transactions selected at random, plus those which are large or unusual, such as each payment for a value in excess of £1,000, or some other figure appropriate to the level of activity of the council. The aim is for **internal audit to check that the systems put in place by management are working and are appropriate.**

Standing Orders and Financial Regulations may well repeat the statutory requirement to maintain 'a separate account' of expenditure and income under Local Government Act 1972 section 137 and Local Government Act 1986 section 5. **Internal audit should check annually that such an analysis is kept** and that the **cash limit in section 137 is not exceeded.** Internal audit may scrutinise the resulting list of expenditure and should consider whether the power is being properly used but would not check through for the correct analysis of every item.

Internal audit should also check that **payments of interest and principal** in respect of loans (and investments if any are held) are **in accordance with an agreed schedule.**

Test		Comments /Conclusions /Points Forward
1	Has the council formally adopted standing orders and financial regulations?	Copy given to IA on arrival. These was reviewed and commented upon. New NALC models adopted
2	Has a Responsible finance officer been appointed with specific duties?	Yes the Clerk is the appointed RFO.
3	Have items or services above the de minimus amount been competitively purchased?	Not applicable
4	Are payments in the cashbook	<ul style="list-style-type: none"> • FR 2.2 Bank reconciliations are produced and signed

	<p>supported by invoices, authorised and minuted?</p> <p>Test a random sample of items to verify that internal controls are operating as described:-</p> <p>Purchase order procedures:</p> <ul style="list-style-type: none"> that the correct number of estimates, quotes or full tenders depending on estimated value of contract have been obtained that proper purchase authority by council, a committee or officers (under clear delegated powers) is in place; and that a proper legal power has been identified for the expenditure. <p>Purchase payments:</p> <ul style="list-style-type: none"> that the supporting paperwork confirms that there is a fully approved invoice and authorisation for payment; and that VAT is identified appropriately for reclaim 	<p>off monthly and reported as such to council.</p> <ul style="list-style-type: none"> FR 3 Budget Process being followed in accordance with regulations. FR 5 and 6 – authorisation and payment. Payment procedure and invoice authorisation is a robust system, it is easy to follow authorised payments per the minutes to the underlying documentation which is equally authorised and checked. Whilst on-line payments can be created and authorised by one individual which can be viewed as a control risk to allow one single user access to set up and authorise a payment the compensating controls are in the form of monthly reporting of bank balances and sign off by councillors. The absence of such a control would be cause for concern. FR 7 Statutory obligations in respect of PAYE are met council is paying PAYE on time. FR 11.1.h Council has followed due process in obtaining quotes for insurance. My only advice would be in future to ensure minute is sufficiently descriptive to describe the process and to show that result is from council discussion of the same. <p>VAT is properly accounted for by the scribe system</p>
5	Has VAT on payments been identified, recorded and reclaimed?	Yes
6	Is s137 expenditure separately recorded and within statutory limits?	Yes – however none in council year
7	Note down if council is registered for VAT or if they use the annual reclaim method	Council is not registered for VAT
8	<p>Review VAT returns for supporting documentation and verify a sample of transactions to</p> <ul style="list-style-type: none"> Invoices Other third party evidence Correct rate of VAT Correct treatment of VAT 	<p>Council used SCRIBE system to record VAT on inputs</p> <p>Vat returns [s.126] have been reviewed</p>
9	Review bank account for payments or receipts of VAT	Receipts of refunds in evidence
10	Reconcile VAT returns to cash book	As above
11	Ensure Returns are made on a prompt basis	AS above

OVERALL CONCLUSION (Subject to points carried forward in final notes)

Satisfactory – The nominal ledger balances are brought forward correctly and the postings to the nominal accounts are properly made

(C) Risk Management

Objective	To confirm the council assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.
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The greatest risk facing a local authority is not being able to deliver the activity or services expected of the council. The council is likely to be managing many of those risks when it **reviews its insurance** and its systems. **The minutes are an essential record of such reviews. Budget setting and insurance review are annual activities;** the review of systems may be less frequent.

It is suggested that **systems should be reviewed** in some detail, unless triggered by external or internal audit reports, or change in risk, at least **every four years** or **on the change of Clerk/RFO**. This might be more appropriate for larger councils on a cyclical basis.

Minutes should be checked by internal audit for any suggestion of unusual activity and evidence that risks are being identified and managed.

Test		Comments / Conclusions / Points Forward
1	Does a review of the minutes identify any unusual financial activity?	No
2	Do minutes record the council carrying out an annual risk assessment?	Yes
3	Is insurance cover appropriate and adequate?	PC is insured by Aviva. Insurance is adequate
4	Are internal financial controls documented and regularly reviewed?	Yes
5	Review financial & Other risk assessment and ensure up to date, note down any significant risks facing the council	Council reviews all risk assessments annually and other critical systems as required on an ongoing basis – it considers that all risks are adequately insured or mitigates to such an extent as not to be a worry.
6	Document retention & Data Back up	Documents are kept at the council chamber and other locations. Digital Media – back up offsite – daily. Council to test document recovery procedures.

OVERALL CONCLUSION (subject to points carried forward in final notes)

Satisfactory – The council has a positive attitude to risk assessment and documents the assessments and reviews in a logical manner

(D) Budgetary Controls

Objective	To confirm the annual precept requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.
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Internal audit will not check the budget but will verify that a budget has been properly prepared by the council and adopted in setting the precept. The regular reporting of expenditure, and variances from budget, is an important part of the proper control of public money. **Internal audit will expect to see the regular reports to council and the variance analysis.** That variance analysis and the decisions of council or committee taken as a result may suggest areas for additional analysis by internal audit. Part of budgetary control is to ensure **adequate but not excessive reserves** or balances. **Progress against budgets should be regularly monitored.** It is particularly helpful when determining the likely precept that will be required for the following year. **Internal audit will be keen to establish that this has taken place.**

Test		Comments /Conclusions /Points Forward
1	Has the council prepared an annual budget in support of its precept?	Budgets have been taken to council and agreed. Council is budgeting for earmarked reserves, whilst it does use description's such as contingency and professional fees it has a clear understanding of budgeting and reserves
2	Note how client prepares budget	Zero based approach – per department – uses SCRIBE system
3	Is actual expenditure against the budget regularly reported to the council?	Every finance and council meeting
4	Are there any significant unexplained variances from budget?	Council is very aware of rules regarding budget reporting
5	Review council's reserves and reserves policies and make a note of how many months cover they have and whether this is sufficient for this particular council	Council has robust workings - Reserves working is sufficient to show scope and purpose.

OVERALL CONCLUSION (subject to points carried forward in final notes)

Satisfactory – The council has budgets in place and evidence suggests performance against budget has been reviewed on at least one occasion. Reserves are reasonable and no evidence of capital and revenue reserves being mixed.

(E) Income Controls

Objective	To confirm expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.
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Internal audit will look for evidence that the precept and grant income is properly and promptly received. In value this is usually the largest item of income. **Internal audit is more likely to focus on other income particularly where it is unusual or cash-based.** Cash income brings higher risks, in turn requiring greater control by ticket issues, receipt issues, segregation of duties of the cashier and the invoice-raising clerk. **The need for greater control implies a need for internal audit to verify the operation of all checks and balances.**

If the council has let property or holds investments, then the council should have established a system to ensure regular income collection; a diary of expected dates of income etc. **Internal audit will look for evidence of such activity and any necessary progress or invoice chasing.**

If the income is from quoted investments there is a clear risk to be addressed in terms of identifying the investment policy to be followed, controls over who can initiate a change of investment and an awareness of the investment risks being accepted.

Test		Comments /Conclusions /Points Forward
1	Is income properly recorded and promptly banked?	Precept and grant received by bacs properly recorded in cashbook and annual return. Other income agreed to documentary evidence
2	Does the precept recorded agree to the Council Tax authority's notification?	Yes – agreed to application as seen by IA
3	Are security controls over cash and near-cash adequate and effective?	Minimal cash – banked that week
4	Is VAT correctly applied at the correct rates	Council not registered for VAT
5	Is there income from sale of investments or investment income	No

OVERALL CONCLUSION (subject to points carried forward in final notes)

Satisfactory – The income process is carried correctly in accordance with documented procedures.

(F) Petty Cash Procedure

Objective	To confirm Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.
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Internal audit will be looking to see that there is an established system in place rather than ad hoc reimbursement. If the clerk is reimbursed for all small cost expenses or there is a separate cash float, a regular payment must be made to keep up to date. **Internal audit would be looking to see that reimbursement is regular and evidence that on occasions an independent person has physically counted the cash balance and checked to be in agreement with the up-to-date record.** The council should have a system for the regular approval of petty cash expenditure.

Test		Comments/Conclusions
1	Is all petty cash spent recorded and supported by VAT invoices/receipts?	
2	Is petty cash expenditure reported to each council meeting?	
3	Is petty cash reimbursement carried out regularly?	
4	Review petty cash records for unusual amounts	
5	Test count the petty cash and agree to accounting records at today's date if not conducted at the year end.	
6	Select a sample of petty cash payments and receipts and agree to supporting documentation, verifying <ul style="list-style-type: none"> • Amounts • Authorisations • VAT analysis 	

OVERALL CONCLUSION (subject to points carried forward in final notes)

Not applicable no petty cash

(G) Payroll Controls

Objective	To confirm Salaries to employees and allowances to members were paid in accordance with council approvals, and PAYE and NI requirements were properly applied.
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Internal audit will be seeking reassurance that the system is delivering the correct payments for wages and salaries and that PAYE/NIC is correctly deducted from the gross pay and paid to HM Revenue and Customs. Historically, one of the greatest areas of risk for local councils has been the improper payment of wages and salaries, together with the lack of proper deduction of income tax and national insurance contributions.

There are some simple tests to establish whether a person is employed by a local authority or can be regarded as a contractor. **The clerk is always regarded as an employee – as an ‘office holder’. As an employer, the council must operate PAYE/NIC.** If correct deduction for tax or national insurance is not made by the employer, HM Revenue and Customs has the right to seek the lost tax and contributions from the employer as if the payments made were after deduction of the appropriate amounts (i.e. the amount sought is ‘grossed up’). There may also be a liability for interest and penalties that can increase the sum significantly. The clerk, even at the smallest of councils, will need to be able to produce evidence that the correct tax treatment of salary has been arranged with HM Revenue and Customs. HM Revenue and Customs often seek to avoid setting up a PAYE scheme for a single employee whenever possible, so will seek to ‘code out’ any parish council salary through other income, pension scheme or by direct assessment. The council should have an up to date letter from HM Revenue and Customs (addressed to the Council) confirming that arrangements to their satisfaction have been made for the particular employee. Internal audit may verify that evidence each year as part of the annual statement forming part of the annual return.

Changes to contracts of employment (whether annual salary change, or other) require formal agreement by the council as well as being evidenced by a written statement to the employee. The council should record evidence of approved changes in employment contracts in employee records. **Internal audit should check that this evidence is in place and agree sums paid to those sums shown as payable.** The purpose of specifically investigating the PAYE/NIC system recognises the risks inherent in these items, either through fraud or error, and the risk of significant management time and penalties in making corrections if errors arise.

Test		Comments/Conclusions
1	Do all employees have contracts of employment with clear terms and conditions?	Yes – 2 members of staff.
2	Do salaries paid agree with those approved by the council?	Council approves salary scale annually and this is minuted. There are no councillor allowances.
3	Are other payments to employees reasonable and approved by the council?	Yes – generally for mileage – forms part of the normal routine of payment authorisations. IA seen evidence of approved expense claim for clerk.
4	Have PAYE/NIC been properly operated by the council as an employer?	Yes this is calculated and paid on a monthly basis.
5	Check a sample of payroll deductions. Verifying calculation of PAYE & NIC	Payroll deductions tested on annual basis for all staff. Deductions are correct.
6	Check employee existence by physical verification or by reference to documentation (e.g. personnel files, coding notices etc).	All employees are bonafide
7	Check payroll is signed by a responsible official.	Payroll processed by the clerk and approved by council

8	Test check net wages & PAYE per the cash book to the payroll	Nominal ledger shows where applicable 12 monthly payments of wages, pension and NI
9	Review cash book for unusual payments not put through the PAYE/NI system (e.g. casual labour, round sums, private bills etc).	No unusual amounts to report.

OVERALL CONCLUSION (subject to points carried forward in final notes)

Satisfactory – salaries and processing of salaries are correct. There are no errors.

(H) Asset Control

Objective	To confirm asset and investments registers were complete and accurate and properly maintained.
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The Council is required to maintain an asset and investment register. In the smallest councils, this may only be a note produced for members and local electors. **Internal audit will be interested in seeing that there is evidence that the continuing existence of owned and managed assets is checked on a regular basis.** In a larger council the register may be hand written, typed or computer produced; the essence is the same in that the system should be verified on a regular basis. This verification **should include confirmation that insurance cover is adequate and sufficient.** If investments are held, the asset register will be a more active record; it should include details of cost, values, and expected income that can be checked against the actual income. Dates and references to minutes of the members' review of the investments against the investment policy might also be included.

Test		Comments/Conclusions
1	Does the council maintain a register of all material assets owned or in its care?	Yes – detailed fixed asset register maintained in electronic format.
2	Are the assets and Investments registers up to date?	Yes – Council undertakes this on a rolling basis. No investments.
3	Do asset insurance valuations agree with those in the asset register?	Yes – the register has an additional column to show insurance value next to the cost value. Sample testing was able to relate this to the current insurance schedule.
4	Obtain details of additions and select items to test to invoice or other supporting documentation, having regard for VAT element	Additions & disposal in year – as noted on register
5	Conduct physical verification of selected assets to make sure that they are in regular use and check to fixed asset register	Reviews of office equipment– assets were physically noted to be in use. Value per register is reasonable.
6	Check title for properties to documents of title and land registry and obtain details of any charges (NB: this may require confirmation from third parties)	Title deeds held in chambers

OVERALL CONCLUSION (subject to points carried forward in final notes)

Satisfactory. Council maintains and records assets properly.

(I) Bank Reconciliation

Objective	To confirm Periodic and year-end bank account reconciliations were properly carried out.
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In most councils, the bulk of the financial records will be concerned with a current account and a form of deposit account at a bank or building society. A regular feature of the financial system will be the reconciliation of the balances shown on the statements with those calculated in the council's financial records. **It is strongly recommended that on receipt of a bank statement, there should be a reconciliation of the appropriate cash book record. Internal audit will wish to see that this has been done**, but should not undertake the reconciliation unless it requires re-performance. **It may be appropriate for the year end balances and the reconciliation to be checked in detail.**

The basic cash book record must not be written up from the bank statements. That approach does not provide any form of control. The cash book record is written up from the council's records: cheque counterfoils and the paying-in books, together with the known direct payments and credits. It is the cash book record that is checked regularly against the bank statements to provide control.

The bank reconciliation should include a note of the historic cost of current investments held by the council, if any, so that this can also be monitored to ensure that these funds are performing in the way planned by the council and also so that the council can have, each time this is reviewed, as complete a picture as possible of its liquidity and available funds.

As part of internal control, a member may be appointed to review the bank reconciliation in detail and to evidence that review by signing the reconciliation form and the bank statements.

Test		Comments/Conclusions
1	Is there a bank reconciliation for each account?	Yes
2	Is the bank reconciliation carried out regularly and in a timely fashion?	Yes – monthly
3	Are there any unexplained balancing entries in any reconciliation?	Cheque numbers are current. No significant aged cheques.
4	Is the reconciliation signed off by a member	Yes – signed off by F&A and full council
5	Test check the year end reconciliation in detail	No errors – March 2016 reconciliation checked by IA
6	Prepare or obtain a schedule of investments showing all movements in the year and agree opening balances.	N/A
7	Test check value of listed investments at year end for disclosure in financial statements.	N/A
8	Test purchases and sales with agreements, contract notes and minutes	N/A
9	Is the value of investments held summarised on the bank reconciliation?	N/A
10	Check income has been received on all income yielding investments on a consistent basis and ensure tax has been correctly accounted for.	N/A

OVERALL CONCLUSION (subject to points carried forward in final notes)

Satisfactory – bank reconciliations are carried out and reviewed properly.

(J) Year – End Procedures

Objective	To confirm Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, were supported by an adequate audit trail from underlying records, and where appropriate debtors and creditors were properly recorded.
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It is the duty of the council and the RFO to produce the year-end accounting statements. **Internal audit will be looking to see that the appropriate accounting basis is used, that the figures can be followed through on working papers and adjustments, transfers, contra entries etc. are fully explained and justified.** Internal audit would not be expected to check all figures but will probably verify a small sample and the totals.

Councils accounting on an Income and Expenditure basis will have a system in place for identifying outstanding amounts (receivable and payable) and then for deciding on their materiality for inclusion in the accounting statements. **Internal audit will scrutinise the lists of creditors and other balances to ensure that the system is working adequately and that the RFO has correctly identified transactions in the one year that may in whole or part relate to another.**

Test		Comments/Conclusions
1	Are year-end accounts prepared on the correct accounting basis (Receipts and Payments or Income and Expenditure)?	AR completed correctly and casts correctly. Income and expenditure basis used.
2	Do accounts agree with the cashbook?	Yes – SCRIBE package has full integrated audit trail. NL verified to annual return summary.
3	Is there an audit trail from underlying financial records to the accounts?	Yes – as noted above SCRIBE very robust system in this regard.
4	Where appropriate, have debtors and creditors been properly recorded?	Yes – Boxes 7 – 8 reconciliation prepared and verified. Debtors and creditors appropriate with documentary evidence seen by IA.
5	Has the Annual governance statement been signed off	Yes – will be taken to council in May
6	Has the annual return been completed in full	Yes
7	Has the council got a system in place for reviewing the effectiveness of internal controls	Yes – council reminded to ensure minute referring to approval of section 1 of annual return is detailed enough to show work undertaken by council throughout the year.

OVERALL CONCLUSION (subject to points carried forward in final notes)

Satisfactory – accounts properly prepared.

(K) Trust funds (including charitable)

Objective	To confirm the council has met its responsibilities as a trustee
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Test		Comments/Conclusions
1	Is the council a sole trustee and is it responsible for managing trust fund assets	
2	Note down names of trusts council is a trustee of	
3	As sole trustee has the council properly carried out its duties in respect of financial reporting and or audit.	
4	Carry out any other tasks deemed necessary	

OVERALL CONCLUSION - (subject to points carried forward in final notes)

No trusts – no petty cash