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# **Internal Audit Procedure**

## **Aims and Objectives**

Worplesdon Parish Council takes its fiduciary responsibilities very seriously. To safeguard public funds, so as to provide high value for the element of Council tax paid by residents of the Parish, and to ensure optimum use of the Parish Council assets, the Council undertakes a number of financially prudent measures to aid in the detection and prevention of fraud. These measures include an appointed Councillor/s undertaking quarterly financial checks, in accordance with the Accounts and Audit Regulations. Councillors are appointed or re-appointed annually by the Full Council at the Annual Meeting held in May.

## **Quarterly Checks to be Carried out for the Detection and Prevention of Fraud**

The appointed Councillor will comprehensively check the accuracy of the following items:

- a) Paying in books
- b) Cheque books
- c) Bank reconciliations/Bank Statements
- d) Cheque Payments File
- e) VAT file
- f) Payroll file

## **Timescale**

The above checks are to be undertaken in December, March, June and September each year.

## **Reporting**

The appointed councillor to present their report to the Full Council following each inspection.

## **Additional financial checks by the Full Council**

1. Bank reconciliations to be prepared monthly by the Responsible Financial Officer (RFO) and signed by the Chairman at the following Full Council meeting.
2. Monthly budget statements to be prepared by the RFO and signed by the Chairman at the following Full Council meeting.

## **Internal Audit & Appointed Internal Auditor**

1. Appointed independent Internal Auditor to visit and report twice a year, in accordance with the Accounts and Audit Regulations. (Currently Mulberry & Co, Godalming).
2. Any actions advised by the Internal Auditor to be carried out as soon as practicable.

Review date: March 2022