



## Internal Audit Procedure

Version	Date of Adoption	Minute Reference	Review Date	Originator/Reviewer
2020v1	17.3.2020	123-2020	March 2021	G White
2021	25.3.2021	97-2021	March 2022	G White
2022-03	24.3.2022	97-2022	March 2023	G White
2023-03	21.3.2023	130-2023	March 2024	G White
2024-03	19.3.2024	2024-104	March 2025	G White
2025-03	13.3.2025	2025-110	March 2026	G White
2026-03	23.3.2026	2026-101	March 2027	G White

# 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 Councillors 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) Payments File
- e) Payment list
- f) VAT file
- g) 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 Finance Officer (FO) and signed by the Chairman at the following Full Council meeting.
2. Monthly budget statements to be prepared by the FO and signed by the Chairman at the following Full Council meeting.

## Additional Detection and Prevention of Fraud Measures (Officer responsibility)

**Online Payments Dual Authentication** – Dual authentication is implemented for all online payments.

**Supplier Bank Account Details** – The bank details for all new suppliers are double checked by email or phone calls direct to the firm before any payments are made.

## **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 Local Authority Services Ltd, Godalming).
2. Any actions advised by the Internal Auditor to be carried out as soon as practicable.

Review date: March 2027