

INTERNAL AUDIT SERVICE FOR TWIN RIVERS PARISH COUNCIL

AUDIT PROGRAMME – PERIOD ENDING : 31 MARCH 2018.....

I certify that I have carried out the tests detailed below in accordance with the suggested approach contained in the 2011 edition of "Governance and Accountability in Local Councils in England and Wales – A Practitioners Guide".

Signed  Date 25/4/2018

Name & qualifications MR. ANDREW BOSMANS B.A (HONS)
APPROVED SLCC INTERNAL AUDITOR

| 1 Internal Control | 2 Tests | 3 Initial Yes | 4 Initial No | 5 Comments-date checked |
|---|--|-------------------------------------|-------------------------------------|-------------------------------|
| Previous Internal Audit Report | Do the minutes record that Council has considered the Internal Audit Report for the previous year and the matters arising addressed? | <input checked="" type="checkbox"/> | | |
| Proper bookkeeping | Is the cashbook maintained and up to date? | <input checked="" type="checkbox"/> | | |
| | Is the cashbook arithmetically correct? | <input checked="" type="checkbox"/> | | |
| | Is the cashbook regularly balanced? | <input checked="" type="checkbox"/> | | |
| Standing Orders and Financial Regulations | Has the Council formally adopted Standing Orders and Financial Regulations? | <input checked="" type="checkbox"/> | | |
| | Has a Responsible Financial Officer been appointed? | <input checked="" type="checkbox"/> | | |
| | Have items or services above a de minimis amount been competitively purchased? | <input checked="" type="checkbox"/> | | |
| | Are payments in the cashbook supported by invoices and have they been authorised and minuted? | <input checked="" type="checkbox"/> | | |
| | Has VAT on payments been identified, recorded and reclaimed? | <input checked="" type="checkbox"/> | | |
| | Is Section 137 expenditure separately recorded and within statutory limits? | <input checked="" type="checkbox"/> | | |
| Risk Management Arrangements | Does a scan of the minutes identify any unusual activity? | | <input checked="" type="checkbox"/> | |

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| Risk Management Arrangements (contd) | Do the minutes record the Council carrying out an annual risk assessment? | } | | NOT SEEN RECOMMEND LOOK AT |
| | Is insurance cover appropriate and adequate? | } | | AND REVISE IF NECESSARY |
| | Are internal financial controls documented and regularly reviewed? | d | | |
| Budgetary Controls | Has the Council prepared an annual budget in support of its precept? | d | | |
| | Is actual expenditure against the budget regularly reported to Council? | d | | |
| | Are any significant variances from budget explained? | d | | |
| Income Controls | Is income properly recorded and promptly banked? | d | | |
| | Does the precept recorded in the cashbook agree to the Council Tax Authority's notification? | d | | |
| | Are security controls over cash adequate and effective? | d | | |
| Petty Cash Procedures | Is petty cash spent recorded, and supported by receipts? | } | | |
| | Is petty cash expenditure reported to each Council Meeting? | } | NOT APPLICABLE | |
| | Is petty cash reimbursement carried out regularly? | } | | |
| Payroll Controls | Do salaries paid agree with those approved by Council? | d | | CONSISTENT |
| | Are any other payments to the Clerk/other staff reasonable and approved by Council? | d | | |

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| Payroll Controls (contd) | Has PAYE/NIC been properly operated by the Council as an employer? | d | | |
| Assets Controls | Do all employees have contracts of employment with clear terms + conditions? | d | | |
| | Does the Council keep an Assets Register of all material assets owned? | d | | |
| | Are the Assets & Investments Register up to date? | d | | |
| | Do asset insurance valuations agree with those in the Asset Register? | d | | |
| Bank Reconciliation | Is there bank reconciliation for each bank account? | d | | |
| | Is the bank reconciliation carried out regularly on the receipt of statements? | d | | |
| | Are there any unexplained balancing entries in any reconciliation? | | d | |
| | Is the value of investments summarised on the reconciliation? | d | | |
| Year-End Procedures | Are year-end accounts prepared on the correct accounting basis? | d | | |
| | Do accounts agree with the cashbook? | d | | |
| | Is there an audit trail from underlying financial records to the accounts? | d | | GOOD TRAIL |
| | Where appropriate, have debtors and creditors been properly recorded? | | | NOT APPLICABLE |

