



Appendix 10
Internal Auditors Report
Presented to Annual Meeting of
Parish Council on 17 May 2016.

Internal Audit Report
Year ending: 31st March 2016

Name of Council:	Bradfield Combust and Stanningfield Parish Council
Income:	£23,824.24
Expenditure:	£24,316.84
Precept figure:	£11,825.00
General Reserve:	£5,210.73
Earmarked Reserves:	Nil

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Subject	Requirements	Comments/Recommendations
1. Proper Book-keeping	Type of cash book or ledger used.	Yes – spreadsheet cashbook and ledgers maintained.
	Cash book kept up to date and regularly verified against bank statement.	Yes –Bank Account balance reported at Parish Council meetings.
	Correct arithmetic and balancing.	Yes – all spot checks agree.
2 Payment controls	Supporting paperwork for payments, and appropriate authorisation.	Yes
	S137 separately recorded and minuted.	Yes
	Does the council use General Power of Competence.	n/a
	Payments of interest and principal sums in respect of loans, are paid in accordance with agreements.	n/a
	Legal Powers identified in minutes and/or cashbook?	No – would be good practice to add.
3. Financial Regulations, Standing Orders	Evidence that standing orders have been adopted and reviewed regularly.	Reviewed May 2015
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	Evidence that Financial Regulations have been tailored to the Council.	Yes on Risk Assessment
4. Petty cash/expenses procedure	Established system in place, and associated supporting documents	No petty cash system in place but expenses minuted and approved.

5. Risk management	Evidence that risks are being identified and managed. Internal financial controls documented and minuted.	Yes – Risk assessment carried out 18 January 2016
	Appropriate Insurance cover for employment, public liability and fidelity guarantee.	Yes in place and independent inspection of play equipment is carried out.
4. Budgetary controls	Verifying that the budget has been properly prepared, and agreed.	Yes agreed 18 January 2016
	Regular reporting of expenditure and variances from budget.	Reported at meetings.
6. Income controls	Monitoring of precept and any other Income.	Yes – monitored and minuted.
	Reserves:	General: £5,210.73 Earmarked: nil
7. Payroll controls	Salary payments include deductions for PAYE/ NIC.	Yes
	PAYE/NIC paid promptly to HMRC.	Yes in good time.
	Evidence that Council is aware of its pension responsibilities.	n/a
8. Asset control	Inspection of Asset register.	Yes
	Asset register reviewed annually.	Yes
	Cross checking of Insurance cover.	Yes – assets adequately insured.

9. Bank reconciliation	Regularly completed, reconciled with cash book.	Performed at year end.
	Confirm bank balances agree with bank statements.	Yes
	Regular reporting of bank balances at council meetings?	Yes at Parish meetings.
10. Year-end procedures	Appropriate accounting procedures used.	Yes – Receipts/Payments used.
	Income/Expenditure or Receipts/Payments.	Yes
	Financial trail from records to presented accounts.	Yes
11. Annual return	Completion of sections of Annual return.	Sections 1 and 2 are to be completed but photocopy signed off.
		Section 4 was completed by the internal auditor
12. Review internal controls	Date review completed.	Standing orders and financial regulations reviewed. Internal controls included in the risk assessment.
	Previous internal and external reports minuted and considered by Council	None required.
13. Recommendations from previous internal audit – 31 March 2015.	Date reviewed and action plan agreed.	n/a
14. Additional comments	Annual meeting:	14 th May 2015
	Appointment of internal auditor:	SALC appointed 2 nd November 2015
	Any trustee responsibilities:	n/a
	Transparency code for smaller authorities:	Fully compliant.
	Arrangements in place for the public inspection of council's records	Yes.

	Is the council registered with the ICO:	Yes registration expires 21 st August 2016.
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Signed *Paul A DAVIES* ON BEHALF OF SALLC

Date *4 May 2016*

On behalf of Suffolk Association of Local Councils