

## INTERNAL AUDIT CHECKLIST FOR HARTINGTON NETHER QUARTER PARISH COUNCIL FOR THE YEAR ENDING 31 MARCH 2017

Further to the Internal Audit of Accounts I carried out on 15<sup>th</sup> May 2017 I confirm that the annual audit was carried out in accordance with the suggested approach contained in the "Governance and Accountability for Local Councils – A Practitioners Guide (England ) March 2014" and Page 5 of the 2016/17 Annual Return has been signed off accordingly.

Signed Brian Wood DMA

Date 15<sup>th</sup> May 2017

<b>1. Book Keeping</b>			<b>Comments</b>
1.1	Ledger maintained and up to date?	Yes	
1.2	Arithmetic correct?	Yes	
1.3	Evidence of Internal Control?	Yes	
1.4	VAT evidence, recording and reclaimed?	Yes	
1.5	Payments in ledger supported by invoices, authorised and minuted?	Yes	
1.6	S137 separately recorded and within limits?	Yes	
1.7	S137 expenditure of direct benefit to electorate?	Yes	

<b>2. Due Process</b>			<b>Comments</b>
2.1	Standing Orders adopted since 2010?	Yes	
2.2	Standing Orders reviewed at annual meeting?	Yes	
2.3	Financial Regulations adopted?	Yes	
2.4	FRs properly tailored to council?	Yes	
2.5	Equal Opportunities policy adopted?	Yes	
2.6	RFO appointed?	Yes	
2.7	List of member interests held?	Yes	
2.8	Agendas signed, informative and displayed with 3 clear days' notice	Yes	
2.9	Purchase orders raised for all expenditure?	Yes	
2.10	Purchasing authority defined in FRs?	Yes	Clerk delegation #500
2.11	Legal powers identified in minutes and/or cashbook?	Yes	
2.12	Committee terms of reference exist and have been reviewed?	Yes	

<b>3. Risk Management</b>			<b>Comments</b>
3.1	Does scan of minutes reveal any unusual activity?	No	
3.2	Annual risk assessment carried out?	Yes	
3.3	Insurance cover appropriate and adequate?	Yes	
3.4	Evidence of annual insurance review?	Yes	
3.5	Internal financial controls documented and evidenced?	Yes	

3.6	Minutes initialled, each page identified and overall signed?	Yes	
3.7	Regular reporting and minuting of bank balance?	Yes	
3.8	S137 expenditure minuted?	Yes	

<b>4. Budget</b>		<b>Comments</b>	
4.1	Annual budget to support precept?	Yes	
4.2	Has budget been discussed and adopted by council?	Yes	
4.3	Any reserves earmarked?	Yes	
4.4	Any unexplained variances from budget?	No	
4.5	Precept demand correctly minuted?	Yes	

<b>5. Payroll – Clerk</b>		<b>Comments</b>	
5.1	Contract of employment?	Yes	
5.2	Tax code issued / contracted out?	Yes	
5.3	PAYE / NI evidence?	Yes	
5.4	Has council approved salary paid?	Yes	
5.5	Other payments reasonable and approved by council?	Yes	

<b>6. Payroll – Other</b>		<b>Comments</b>	
6.1	Contract of employment?	N/A	
6.2	Does council have public liability cover?	N/A	
6.3	Tax code(s) issued?	N/A	
6.4	Minimum wage paid?	N/A	
6.5	Complaints procedure in place?	Yes	

<b>7. Asset Control</b>		<b>Comments</b>	
7.1	Does council keep a register of all material assets owned?	Yes	
7.2	Is asset register up to date?	Yes	
7.3	Value of individual assets included?	Yes	
7.4	Inspected for risk and H & S?	Yes	

<b>8. Bank Reconciliations</b>		<b>Comments</b>	
8.1	Is there a bank reconciliation for each account?	Yes	
8.2	Reconciliation carried out on receipt of statement?	Yes	
8.3	Any unexpected balancing entries in any reconciliation?	No	

<b>9. Year End Procedures</b>		<b>Comments</b>	
9.1	Year-end accounts prepared on correct accounting basis?	Yes	
9.2	Bank statements and ledger reconcile?	Yes	
9.3	Underlying financial trail from records to presented accounts?	Yes	
9.4	Where appropriate, debtors and creditors	Yes	

	properly recorded?		
9.5	Has council agreed, signed and minuted sections 1 & 2 of the annual return?	Yes	

10. Miscellaneous		Comments	
10.1	Have points raised at the last audit been addressed?	Yes	
10.2	Has the council adopted a Code of Conduct since July 2012?	Yes	
10.3	Is eligibility for General Power of Competence properly evidenced?	N/A	
10.4	Are all electronic files backed up?	Yes	
10.5	Do arrangements for public inspection of council's records exist?	Yes	

11. Charities		Comments	
11.1	Charities reported and accounted separately	N/A	

Transaction Spot Check				
Check No	1	2	3	4
Ledger date	6.6.2016	6.3.2017		
Item/Budget heading	Bus Shelter	Burial		
Ref/cheque no.	893	960		
Order minute ref	16.6.16	17.3.13		
Delivery evidence	Cleaning	Book		
Payment minute ref	16.6.16	17.3.13		
Invoice value	20.40	117.88		
Minute value	20.40	117.88		
Cheque value	20.40	117.88		
Statement value	20.40	117.88		
Timely payment	01.06 – 06.06.2016	14.02 – 6.03.2017.		
VAT recorded	3.40	19.65		
S137 recorded in ledger	N/A	N/A		
S137 minuted	N/A	N/A		
Notes				

Annual Return (Page 3)			
		Year ending 31 March 2016	Year ending 31 March 2017
1	Balances brought forward	14962	16846
2	Annual precept	5000	4000
3	Total other receipts	4402	3790
4	Staff costs	4064	4113
5	Loan interest/capital repayments	0	0
6	Total other payments	3454	3844
7	Balances carried forward	16846	16679
8	Total cash and investments	16846	16699
9	Total fixed assets and long term assets	2174	2174
10	Total borrowings	0	0
11	Section 4 annual return figures	Yes	Yes

	completed and cross referenced		
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**Note**

**The Clerk and or RFO should certify the accounts before the full Council approves them.**

**The Notice for the public inspection period must detail that it is for a single period of 30 working days and must include the first ten days of July (ie 03.06 – 14.7.2016 or 1.7 – 11.8.2016**