

BRIMPSFIELD PARISH COUNCIL.
 Internal auditor's report for the year ended 31 March 2018
 Date of appointment of Internal Auditor: 23rd January 2018 (confirmed by a minute)
 Date(s) of Internal Audit: 4th May 2018 (full)

1. Working documents

Ref	Test	Meets requirements?	Internal Auditor's comments	For use by Council
1.1	Have Standing Orders been tailored and formally adopted?	Yes	Adopted 23 rd Feb 2015	
1.2	Have Standing Orders been reviewed and minuted?	Yes	16 th May 2017, Minute 10	
1.3	Have Financial Regulations been tailored to council and formally adopted?	Yes	No date of adoption	
1.4	Have Financial regulations been reviewed and minuted?	Yes	16 th May 2017	
1.5	Does the council have a grant awarding policy?	No	Is currently considering formulating a policy	
1.6	Have items / services above the recommended amount been competitively purchased in accordance with	N/A		

	Financial and Procurement Regulations? (LARGE COUNCILS)			
1.7	Evidence that council maintains an adequate & effective system of internal control, including risk management and that it is reviewed by full council annually?	Yes	Reviewed 16 th May 2017	
1.8	Public land and building assets	Yes		
1.9	Code of conduct adopted by resolution of full council?	Yes	Effective 1 st July 2012	
2.	ADMIN			
2.1	Has the General Power of Competence been adopted? Eg a minute reference	No		
2.2	Is there a separate account for s.137 payments?	Yes		
2.3	Councils authorisation of Direct Debit list and Standing Orders.	N/A		
2.4	Was the precept	Yes		

	demand properly minuted?			
2.5	Was Petty Cash expenditure approved?	N/A		

Ref	Test	Meets requirements?	Internal Auditor's comments	For use by Council
2.6	Cash	N/A		
2.7	Is all expenditure supported by VAT invoices, if applicable?	Yes		
2.8	VAT - recorded and paid / reclaimed properly?	Yes		
2.9	Loans	None		
3.	RISK MANAGEMENT			
3.1	Insurance	Yes		
3.2	Insurance – evidence of review of cover	N/A	3-year contract, will be reviewed shortly	
3.3	Copy of Risk Management policy / statement seen?	Yes		
3.4	Asset register seen and up to date?	Yes	Currently being reviewed, draft seen (with photos, very good)	
3.5	Evidence that assets have been inspected for risk	Yes	Council may wish to have the War Memorial inspected by a specialist due to age and nature of the structure; this is also helpful in	

			considering maintenance and preservation of the War Memorial. Council should consider having a standing agenda item for each meeting "To receive reports on street furniture, War Memorial, etc" (ie, reports on Council assets)	
3.6	Review of investments, including bank accounts	No	Low-risk investments	
3.7	Is 'two councillor signatures' rule applied to payments made by internet banking?	N/A		
3.8	If credit / debit / prepaid cards in use, are proper procedures in place?	N/A		
3.9	Electronic and physical records backed up	Yes		

4. Budgetary controls

Ref	Test	Meets requirements?	Internal Auditor's comments	For use by Council
4.1	Was a budget adopted and minuted?	Yes		
4.2	Were the objectives of the reserves identified?	No	Council may wish to discuss future projects and allocate funds for these. Council has approximately 1 x Precept at end of year, which is the bare minimum.	
4.3	Did the council	Yes		

	regularly compare the actual income and expenditure to the budget? As detailed in the financial regulations.			
4.4	Are any significant unexplained variances from budget minuted?	N/A		

5. Payroll

Ref	Test	Meets requirements?	Internal Auditor's comments	For use by Council
5.1	Do all staff have a contract of employment?	Yes		
5.2	Do salaries paid agree with those approved by Council?	Not checked		
5.3	Has the Council registered as an employer with HMRC and have PAYE / NIC been properly dealt with (including year-end procedures)?	Yes	PATA	
5.4	Minimum wage paid?	Yes		
5.5	Are Councillor's allowances and expenses properly	N/A		

	authorised & controlled (LARGE COUNCILS)			
5.6	Pension provision – an audit trail	Yes		

6. Year-end procedures

Ref	Test	Meets requirements?	Internal Auditor's comments	For use by Council
6.1	Bank reconciliation: - (a) Original bank statement(s) seen? - (b) RFO's reconciliation?	Yes		
6.2	Where appropriate, debtors and creditors properly recorded? (LARGE ONLY)	N/A		
6.3	Council as a whole to consider the year-end accounts	Yes		
6.4	Annual Governance Statement, section 1 of Annual Return, approved by whole council and published on website (mandatory for councils with turnover under £25,000)	Yes	16.5.17	
6.5	Annual Statement of	Yes	16.5.17	

	Accounts, section 2 of Annual Return, approved by whole council			
6.6	Previous internal audit – action taken where recommended? Internal Audit page published on website (mandatory for councils with turnover under £25,000)	Yes Yes	16.5.17 – no details of IA given in report to Council, this should be done.	
6.7	Previous external audit – action taken where recommended?	N/A	Not minuted – the report of the External Auditor should be minuted, even where a clean bill of health has been given.	

7. Other matters

Ref	Test	Meets requirements?	Internal Auditor's comments	For use by Council
7.1	Registered with ICO?	Yes		
7.2	Is the Council a Managing Trustee	No		

8	PROCEDURES			
8.1	Minutes – declarations of interest	Yes		
8.2	Minutes generally	Yes	Excellent – clear and informative	

8.3	Minutes initialled on each page and final page signed	Yes		
8.4	Compliance with Transparency Code/guidance?	Yes		
8.5	List of members' interests held?	Yes		
8.6	Were books made up to date?	Yes		
8.7	Agendas signed and displayed 3 clear days' prior	Yes		
8.8	Summons issued in proper format?	Yes		
8.9	Delegated authority	Yes	In Standing Orders and Fin Regs	

9	SAMPLING	Meets requirements?	Internal Auditor's comments	For use by Council
9.1	Is income properly recorded and promptly banked?	Yes		
9.2	Audit trail	Yes		