

Annual Internal Audit Report  
2017 / 18  
For  
**Ravenstone Parish Council**  
Governance and Internal Controls

Auditor Helen Mortimer

Date 9 May 2018

The matters raised in this report are only those that came to attention during internal audit work and are not necessarily a comprehensive statement of all the weaknesses that exist, or of all the improvements that may be required. Whilst every care has been taken to ensure that the information provided in this report is as accurate as possible, based on the information provided and documentation reviewed, no complete guarantee or warranty can be given with regard to the advice and information contained herein. The work does not provide absolute assurance that material errors, loss or fraud do not exist.

This report is prepared solely for the use of Parish Councillors of **Ravenstone Parish Council**. Details may be made available to specified external agencies, including external auditors, but otherwise the report should not be quoted or referred to in whole or in part without prior consent. No responsibility to any third party is accepted as the report has not been prepared, and is not intended, for any other purpose.

## 1. INTRODUCTION

An audit of Governance and Internal Controls was undertaken as part of the approved internal audit periodic plan for 2017/18.

The system of accounting used by the Parish Council is an Receipts and Payments Account and Balance Sheet. Annual Accounts drawn up in the traditional format have been produced, presented to the Parish Council and approved by them at a regular meeting.

## 2. SCOPE OF THE REVIEW

The objective of the audit was to evaluate the adequacy of control within the system and the extent to which these have been applied, with a view to providing an opinion. Control activities are put in place to ensure that risks to the achievement of the organisation's objectives are managed effectively.

## 3. FINDINGS AND RECOMMENDATIONS

<b>Internal control</b>	<b>Test</b>	<b>Y/N</b>	<b>Comments</b>
Previous internal audit	Do the minutes record that Council has considered the Internal Audit Report for the previous year and the matters arising addressed?	Y	
Proper bookkeeping	Cashbook maintained and up to date?	Y	
	Cashbook arithmetically correct?	Y	
	Cashbook regularly balanced?	Y	
Standing Orders & Financial Regulations	Has the Council formally adopted Standing Orders & Financial Regulations?	Y	
	Has a Responsible Financial Officer been appointed?	Y	The Clerk
	Have items or services above a de minimis amount been competitively purchased?	Y	
	Are payments in the cashbook supported by invoices and have they been authorised and minuted?	Y	
	Has VAT on payments been	Y	Reclaimed every 1.5

	identified, recorded and reclaimed?		years
	Is Section 137 expenditure separately recorded within statutory limits?	Y	Very small expenditure about £500
Risk Management Arrangements	Do the minutes record the Council carrying out an annual risk assessment?	Y	
	Is insurance cover appropriate and adequate?	Y	
	Are internal financial controls documented and regularly reviewed?	Y	
Budgetary Controls	Has the Council prepared an annual budget in support of its precept?	Y	
	Is actual expenditure against the budget regularly reported to the Council?	Y	
	Are there any significant unexplained variances from budget?	N	
Income Controls	Is income properly recorded and promptly banked?	Y	
	Does the precept recorded in the cashbook agree to the District Council's notification?	Y	
	Are security controls over cash adequate and effective?	Y	
Petty Cash Procedures	Is all petty cash spent recorded and supported by VAT invoices/receipts?	N/A	No petty cash system in place
	Is petty cash expenditure reported to Council?	N/A	
	Is petty cash reimbursement carried out regularly?	N/A	
Payroll Controls	Do salaries paid agree with those approved by Council?	Y	Salaries are prepared in house
	Are other payments to the Clerk reasonable and approved by Council?	Y	
	Has PAYE/NI been properly operated by the Council as an employer?	Y	Clerk applies all deductions.
Assets Controls	Does the Council keep an Assets Register of all material assets owned?	Y	
	Is the Register up to date?	Y	
	Do asset insurance valuations agree with those in the Register?	Y	
Bank Reconciliation	Is there a bank reconciliation for each bank account?	Y	

	Is the bank reconciliation carried out regularly on the receipt of statements?	Y	
	Are there any unexplained balancing entries in any reconciliation?	N	
Year-end Procedures	Are year-end accounts prepared on the correct accounting basis?	Y	
	Do accounts agree with the cashbook?	Y	
	Is there an audit trail from underlying financial records to the accounts?	Y	
	Where appropriate, have debtors and creditors been properly recorded?	Y	

#### 4. CONCLUSION

Taking account of the issues identified, the Parish Council can take assurance that the controls upon which the Parish Council relies to manage this area, as currently laid down and operated, are consistently applied and effective.

The above conclusions feeding into the overall assurance level are based on the evidence obtained during the review. All controls as noted above have been reviewed and compliance is satisfactory.

No formal reviews were recommended.