

Year Ending 31st March 2018 (Internal Audit as at 31/10/17)	
1. Proper Bookkeeping	
a) Is cashbook maintained and up to date	Yes, last entry 01/11/17
b) Is the cashbook arithmetic correct	Yes
c) Is the cashbook regularly balanced	Monthly
2. Standing Orders & Payment Controls	
a) Formal adoption of SO and financial regulations	Reviewed in June with no changes
b) Responsible FO appointed with specific duties	Charlotte Kirby
c) Have items or services above de minimus been competitively purchased	n/a
d) Payments supported by invoices, authorised and minuted	Yes - random sample taken. Only minor comment would be not all additional expenses for CK had been consistently split, ie. ref 1 - all costs were included under clerks salary/expenses, however there were costs for Postage & Printing.
e) Vat on payments identified, recorded and reclaimed	Identified & recorded. Refund can be requested end of 2017
f) Is S137 expenditure separately recorded and within stat limits	£450.30 YTD, comparable with prior years
3. Risk Management	
a) Does review of minutes identify unusual financial activity	No
b) Annual risk assessment	Having been circulated previously it was agreed at March 17 meeting
c) Insurance cover appropriate and adequate	Yes, cover to Oct18 paid 18/10/16
d) Internal financial controls documented and regularly reviewed	Having been circulated previously it was agreed at March 17 meeting with no changes
4. Budgetary Controls	
a) Annual budget in support of precept	Yes
b) Is actual budget expend reg reported to Council	Yes to Aug 17
c) Sign unexplained variances from budget	No
d) Reserves appropriate	Yes
5. Income Controls	
a) Is income properly recorded and promptly banked	Yes
b) Precept recorded agree to Council Tax authority's notification	Yes
c) Security controls over cash adequate and effective	Yes
6. Petty Cash	
a) All petty cash spend recorded and supported by VAT inv/rec	n/a
b) Petty cash expenditure reported to each council meeting	n/a
c) Is petty cash reimbursement carried out regularly	n/a
7. Payroll Controls	
a) All employees contracts of employments with clear T&Cs	Yes, previously confirmed by C Kirby

b) Salaries paid agree with those agreed by council	Clerks pay reviewed in March 17
c) Other payments to employees reasonable and approved by council	Yes
d) PAYE/NIC properly operated by council	Yes
8. Assets Control	
a) Register of all material assets owned or in its care	Yes - no additions
b) Assets and investment registers up to date	Yes
c) Asset insurance valuations agree with assest register	Yes
9. Bank Reconcilliation	
a) Bank rec for each account	Yes
b) Bank rec regular and timely	Yes, completed up to 30/09
c) Any unexplained balancing entried to rec	No
d) Is value of investments held summarised on reconciliations	No investments
10. Year End Procedures	
a) Year end accounts prepared on correct basis (rec/pay or inc/exp)	Rec/Pay
b) Accounts agree with cashbook	Next accounts to be produced ye 31/03
c) Audit trail from underlying financial records to the accounts	Yes
d) Debtors and creditors recorded properly	Yes
11. Trustee	
a) Council has met its responsibilities as a trustee	