Annual Internal Audit Report 2017/18

STOKE BLISS, KYRE AND BOCKLETON PARISH COUNCIL

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation **during** the financial year ended 31 March 2018.

The internal audit for 2017/18 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			✓
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		

K. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken: 1/5/18 & 3/5/18

Name of person who carried out the internal audit: DIANE MALLEY

Signature of person who carried out the internal audit: D S Malley

Date: 03/05/18.

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

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3rd May 2018

Stoke Bliss

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Dear Chairman

Internal Audit Report

I have now completed the internal audit for your Parish Council. I have carried out tests on the systems in place and have reviewed the internal controls. I confirm I have acted independently; the basis of the internal audit is by selective assessment of compliance with relevant procedures and controls.

A. Appropriate books of account
Appropriate books of account have been kept during the year. The council has used a spreadsheet to record the accounts which is adequate for the number of transactions. The accounts are kept up to date and there is evidence in the minutes they are balanced regularly.

B. Financial Regulations
There is a clear audit trail of all samples picked. Financial Regulations were met, payments were supported by receipts or invoices and payment schedules were reported to meetings.

VAT was appropriately accounted and a reclaim was made at the year end.

C. Risk Assessments
A risk assessment adequate for the council's purposes has been carried out during the year.

The council's insurance cover includes public liability, employer's liability and fidelity guarantee and is adequate for the council's needs.

D. Precept

The precept was set after the council considered its budget requirements for the year. Financial monitoring reports of actual income and expenditure compared against the budget are provided to the council on a regular basis.

E. Income
There were no unusual receipts during the year. The precept received was as per the precept request issued. All interest has been included in the cash book.

F. Petty Cash
Petty cash is not used.

G. PAYE
The PAYE is administered using HMRC's basic tools.

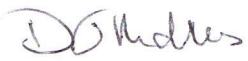
H. Asset Register
The parish council maintains an updated the asset register.

I**. Bank reconciliations**
The bank accounts are reconciled to the cash book regularly. I have recalculated the year end bank reconciliation and confirm it is correct.

J. Accounting Statements
The parish council prepares the accounting statements on an receipts and payment basis and agree to the cashbook.

General
In general, the accounting records are well kept. I would like to thank your clerk, Carole Hirst., for her assistance in the internal audit review and enclose my invoice for your attention.

Yours sincerely



Diane Malley MAAT

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Supplementary Internal Audit Report

F. Petty Cash was not used by the council during the financial year

Diane Malley M.A.A.T.