

Internal Audit 2017-18

A. Proper Bookkeeping.

The current, reserve and all the prepared account summaries are correct and show a complete record of the business for the last year.

B. Financial Regulations.

As far as I can see all the financial regulations have been met. All payments are supported by authorised and minuted invoices. The payments have been identified and recorded and the s137 expenditure has been approved and is separately recorded.

C. Risk Management Procedures.

The risk assessment was accepted unanimously and minuted on 20th March18

D. Budgetary Controls and Annual Precept.

The budget was checked and agreed unanimously and minuted on 20th March18

E. Income controls.

All income is fully accounted and recorded and security controls seem perfectly adequate.

F. Petty Cash procedures.

Every item of expenditure is clearly entered and the clerk was refunded his expenses leaving a nil balance.

G. Payroll controls.

The clerk was paid under the guidelines from HMRC.

H. Asset Controls

The assets are due to be discussed at the next meeting on 17th April 18

I. Bank Reconciliation.

All financial transactions have been checked, monitored and reported. The Council is fully informed of the finances of each account at every meeting.

J. Year end accounts.

The accounts have all been prepared in the correct way and agree with balances on the statements.

Notes.

The total balance is down by over £1,100 on the year due to unforeseen expenses on drainage work in the village.

Simon Herbert, Internal Auditor, 9th April 2018