

Dunnington Parish Council

INTERNAL AUDIT REPORT - YEAR ENDED 31 MARCH 2017

	CHECK	COMPLIANCE	ACTION REQUIRED
1	Cash book reconciled with invoices	Yes	No further action required
2	VAT is correct in cash book linked to invoices	Yes	No further action required
3	Seperate column for S137 payments	n/a	
4	S137 powers checked	n/a	
5	Bank reconciliation to 31 March	Yes	No further action required
6	Financial regulations in place	No	Regulations need to be created these need to be reviewed annually.
7	Financial risk assessment in place	No	Risk assessments need to be created and reviwed annually
8	VAT has been reclaimed	Yes	No further action required
9	Annual Return figures are correct	Yes	No further action required
10	Council has approved accounts by the specified date	No	At the time of the internal audit the accounts had not been aooroved.

	CHECK	COMPLIANCE	ACTION REQUIRED
11	Petty cash if any managed	n/a	
12	Budget drawn up linked to invoices	Yes	No further action required
13	Bank statements reconciled to cash book and all statements present	Yes	No further action required
14	Standing order on contracts adopted	No	requires policy in respect of standing orders and reviewing annually.
15	All payments listed in minutes, including loan payments and income from lettings and other sources	Yes	No further action required
16	Copy of insurance policy seen	Yes	No further action required
17	Copy of precept request seen in place	Yes	No further action required
18	Significant variances explained	Yes	No further action required
19	Asset register submitted and checked against Annual Return Box 9	Yes	No further action required
20	Tax and NI properly applied	Yes	No further action required

	CHECK	COMPLIANCE	ACTION REQUIRED
21	Review of effectiveness of independent internal audit	No	requires policy and needs updating on an annual basis
22	Council's own internal control systems in place	No	requires policy and needs updating on an annual basis
23	Risk assessment completed for facilities open to the public	No	requires policy and needs updating on an annual basis
24	Council considered recommendations made in previous years internal audit report	n/a	no recommendations made.
25	Recommendations 2017		<p>Actions require to be taken in respect of items 6, 7, 10, 14 21, 22 &amp; 23.</p> <p>I would suggest an actual income &amp; expenditure account is produced. This could be achieved by the clerk adding additional analysis columns to her existing spreadsheet of income and expenditure.</p> <p>This would assist councillors in monitoring income and expenditure against the council budgets produced by the clerk.</p> <p>Staff costs should only include clerks salary, tax, NIC and pensions, office expenses for printing, postage etc should be included as administrative expenses.</p> <p>Cheques 1012924 80p &amp; 102954 £23.10 should be written back.</p>
26			Explanations with regards to the councils high reserves have been noted.

Internal Audit report carried out by Ian Scott

Date: Completed 27 April 2017