

# INTERNAL AUDIT CHECKLIST FOR SWANWICK PARISH COUNCIL FOR THE YEAR ENDING 31 MARCH 2017

Further to the Internal Audit of Accounts I carried out on 25<sup>th</sup> April 2017 I confirm that the annual audit was carried out in accordance with the suggested approach contained in the "Governance and Accountability for Local Councils – A Practitioners Guide (England ) March 2014" and Page 5 of the 2016/17 Annual Return has been signed off accordingly.

Signed Brian Wood DMA

Date 25 April 2017

<b>1. Book Keeping</b>			<b>Comments</b>
1.1	Ledger maintained and up to date?	Yes	
1.2	Arithmetic correct?	Yes	
1.3	Evidence of Internal Control?	Yes	
1.4	VAT evidence, recording and reclaimed?	Yes	
1.5	Payments in ledger supported by invoices, authorised and minuted?	Yes	
1.6	S137 separately recorded and within limits?	Yes	
1.7	S137 expenditure of direct benefit to electorate?	Yes	

<b>2. Due Process</b>			<b>Comments</b>
2.1	Standing Orders adopted since 2010?	Yes	May 2016
2.2	Standing Orders reviewed at annual meeting?	Yes	May 2016
2.3	Financial Regulations adopted?	Yes	May 2016
2.4	FRs properly tailored to council?	Yes	
2.5	Equal Opportunities policy adopted?	Yes	Employee Handbook
2.6	RFO appointed?	Yes	
2.7	List of member interests held?	Yes	
2.8	Agendas signed, informative and displayed with 3 clear days' notice	Yes	
2.9	Purchase orders raised for all expenditure?	Yes	Where necessary
2.10	Purchasing authority defined in FRs?	Yes	Clerk delegation up to £250
2.11	Legal powers identified in minutes and/or cashbook?	Yes	
2.12	Committee terms of reference exist and have been reviewed?	N/A	No Committees (only Working Groups with no powers)

<b>3. Risk Management</b>			<b>Comments</b>
3.1	Does scan of minutes reveal any unusual activity?	No	
3.2	Annual risk assessment carried out?	Yes	
3.3	Insurance cover appropriate and adequate?	Yes	
3.4	Evidence of annual insurance review?	Yes	

3.5	Internal financial controls documented and evidenced?	Yes	Quarterly Bank reconciliation
3.6	Minutes initialled, each page identified and overall signed?	Yes	
3.7	Regular reporting and minuting of bank balance?	Yes	
3.8	S137 expenditure minuted?	Yes	

<b>4. Budget</b>		<b>Comments</b>	
4.1	Annual budget to support precept?	Yes	
4.2	Has budget been discussed and adopted by council?	Yes	Minute 285.2/2017
4.3	Any reserves earmarked?	No	Bought Village Hall Site in 2016
4.4	Any unexplained variances from budget?	No	
4.5	Precept demand correctly minuted?	Yes	

<b>5. Payroll – Clerk</b>		<b>Comments</b>	
5.1	Contract of employment?	N/A	Chair acting as unpaid Clerk/RFO
5.2	Tax code issued / contracted out?	N/A	temporarily pending any appointment
5.3	PAYE / NI evidence?	N/A	
5.4	Has council approved salary paid?	N/A	
5.5	Other payments reasonable and approved by council?	N/A	

<b>6. Payroll – Other (Village Caretaker)</b>		<b>Comments</b>	
6.1	Contract of employment?	Yes	
6.2	Does council have public liability cover?	Yes	
6.3	Tax code(s) issued?	Yes	
6.4	Minimum wage paid?	Yes	
6.5	Complaints procedure in place?	Yes	

<b>7. Asset Control</b>		<b>Comments</b>	
7.1	Does council keep a register of all material assets owned?	Yes	
7.2	Is asset register up to date?	Yes	
7.3	Value of individual assets included?	Yes	
7.4	Inspected for risk and H & S?	Yes	

<b>8. Bank Reconciliations</b>		<b>Comments</b>	
8.1	Is there a bank reconciliation for each account?	Yes	
8.2	Reconciliation carried out on receipt of statement?	Yes	
8.3	Any unexpected balancing entries in any reconciliation?	No	

9. Year End Procedures			Comments
9.1	Year-end accounts prepared on correct accounting basis?	Yes	
9.2	Bank statements and ledger reconcile?	Yes	
9.3	Underlying financial trail from records to presented accounts?	Yes	
9.4	Where appropriate, debtors and creditors properly recorded?	Yes	
9.5	Has council agreed, signed and minuted sections 1 & 2 of the annual return?	Yes	

10. Miscellaneous			Comments
10.1	Have points raised at the last audit been addressed?	Yes	
10.2	Has the council adopted a Code of Conduct since July 2012?	Yes	2016
10.3	Is eligibility for General Power of Competence properly evidenced?	No	
10.4	Are all electronic files backed up?	Yes	
10.5	Do arrangements for public inspection of council's records exist?	Yes	

11. Charities			Comments
11.1	Charities reported and accounted separately	N/A	

Transaction Spot Check				
Check No	1	2	3	4
Ledger date	24.5.16	24.6.16	9.2.17	7.3.17
Item/Budget heading	Safety Wear	S 137 Grant	Village Hall	Newsletter
Ref/cheque no.	3568	3578	3654	3661
Order minute ref	Verbal	Application	Budget	Printing
Delivery evidence	Collected	Statement	Site Works	Newsletter
Payment minute ref	184.1/2016	207.1/2016	320.1/2017	April 2017
Invoice value	£179.96	£250	£3030	£250
Minute value	£179.96	£250	£3030	£250
Cheque value	£179.96	£250	£3030	£250
Statement value	£179.96	£250	£3030	£250
Timely payment	20.5 – 24.5	N/A	6.2. – 9.2.17	28.2 – 7.3.17
VAT recorded	£29.99	N/A	£505	N/A
S137 recorded in ledger	N/A	N/A	N/A	N/A
S137 minuted	N/A	N/A	N/A	N/A
Notes				

<b>Annual Return (Page 3)</b>			
		Year ending 31 March 2016	Year ending 31 March 2017
		<b>RESTATED</b>	
1	Balances brought forward	379263	413745
2	Annual precept	<b>105450</b>	108000
3	Total other receipts	<b>11875</b>	166234
4	Staff costs	33268	18548
5	Loan interest/capital repayments	0	5077
6	Total other payments	52557	594048
7	Balances carried forward	413745	70306
8	Total cash and investments	413745	70306
9	Total fixed assets and long term assets	45810	545810
10	Total borrowings	0	146250
11	Section 4 annual return figures completed and cross referenced	Yes	Yes