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| **March 2017** |  |  |
| **Subject** | **Item** | **Comments/Findings** |
| 1. **Previous Audits** | Date of last External Audit Certificate | *Sept 2016* |
|  | Date of last Internal Audit | *July 2016* |
|  | Review of any items outstanding from previous external/internal reports | *Parish Council to put in place Risk Assessment and Annual Review* |
| 1. **Minutes/Meetings/Committees** | Minutes of the Council Meetings | *All Minutes are filed in the Minute Book and electronic copies are stored online and are available on our website* |
|  | Localism Act 2011 | *Disclosure forms completed* |
|  | Dispensations | *None* |
|  | **S.40 LA&A Act 2014 filming/recording** | *SO in relation to Filming updated in Standing Orders, amended and adopted in January 2015 in accordance with S.40 (check)* |
| 1. **Code of Conduct/**   **Acceptance of Office** | Date adopted  Any changes in elected/co-opted members | *All members signed acceptance of office Code of Conduct reviewed in 2015.*  *Current advertisement for new Parish Councillor following resignation in October 2016* |
|  | Localism Act 2011 | *Disclosure forms completed by members, May 2015* |
|  | Dispensations | *None* |
|  | Members Register of Interests on WEBSITE? | Register of Interests of new member submitted to Monitoring Officer and confirmed on TMBC website. Link set up on our website. |
| 1. **Standing Orders and Financial**   **Regulations** | Have they been adopted and applied? Have any changes been made since they were adopted or the last audit? | *Recently Review and will go onto website in accordance with Transparency Regs* |
|  | **Adoption of the NEW MODELS?** | *NALC Model SO’s used as basis* |
|  | **TWO SIGNATURE RULE?** | *Decision to keep 2 signatures* |
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| 1. **Risk Management** | Risk Assessments –are they:  Carried out regularly and reported in the minutes? | *Carried out March 2017* |
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| 1. **Insurance** | Insurance cover – is it: Appropriate/Adequate?  Reviewed regularly?  Fidelity Guarantee Cover £  (Balances + ½ Precept) | *Yes, reviewed annually* |
|  | Internal Controls – Reviewed regularly? **Statement of Internal Control?** | Under review |
|  | Systems and Procedures?  Reviewed regularly? |  |
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| 1. **Budgetary Controls** | Is the annual budget process reported and approved by the Council?  Is the actual performance against the budgets reported to the Council during the year/compare with Fin. Regs.?  Are significant variances explained in sufficient detail? | Yes. Budget approved by Parish Council January 2017  Yes. Figures reported regularly at Parish Council meetings.  Yes, prior approval sought at Parish Meetings to exceed budgeted amounts. |
| 1. **Section 137 expenditure £7.20 FOR 2014-15** | What is the cash limit for the year?  Is a separate account/analysis kept?  Has the cash limit been exceeded?  Have the spending powers been properly used and Minuted? | New limits reported in March 2017  Yes under category “Donations”  Yes, where applicable |
| 1. **Book-keeping** | Cash Book – is it:  o Fit for purpose?   * Up to date? * Arithmetically correct? o Balanced regularly? | *Yes recently reviewed and updated to be used from April 2017*  *Updated monthly*  *Balanced monthly* |
| 1. **Petty Cash** | Has the amount of petty cash float been agreed? | *N/A Council decision not to hold Petty Cash.* |
| 1. **Payments (inc. contracts)** | Are all payments recorded and supported by appropriate documentation?  Are payments minuted?  Has VAT been identified, recorded and reclaimed AMOUNTS?  TRANSPARENCY CODE ?  Are items above a de minimus amount purchased competitively?  Have internal control procedures been adhered to?  Contracts:  o What contracts exist | *Yes, Invoices are kept in file and signed by 2 Councillors and have corresponding cheque numbers written on.*  *Yes*  *Yes. Reclaimed annually after Internal Audit has taken place.*  *Adhered to*  *Yes*  *Yes*  *None* |
| 1. **Payroll** | Who is on the payroll and are contracts of employment in place?  Who is the Responsible Financial Officer?  Have there been any changes to the establishment during the year?  Have there been any changes to individual contracts during the year?  Have new appointments and changes to contracts been approved and minuted?  Do salaries paid agree with those approved by the Council?  Have any ad-hoc payments or benefits been appropriately approved?  Have PAYE/NIC requirements been properly applied and accounted for?  Payroll outsourced? | *Parish Clerk. Contract of Employment in Place*  *Parish Clerk*  *Registered with HMRC and set up payroll*  *Parish Clerk on payroll/PAYE in place*  *N/A*  *Yes*  *Yes*  *Yes*  *Yes* |
| 1. **Income** | Is income received and recorded promptly banked?  Precept, CTSG and Sect. 136 payments  Are internal controls of cash adequate?  Are invoicing arrangements adequate?  Level of bad debts | *Yes*  *Yes received directly into Bank Account*  *N/a No cash transactions undertaken*  *Yes*  *N/A* |
| 1. **Bank Reconciliation** | What current/deposit accounts exist?  Are bank reconciliations regularly carried out? And for each account?  Are the cheque counterfoils, paying-in books and bank statements adequately referenced?  Has there been a review of the banking arrangements?  Internet Banking/Corporate Card?  TWO SIGNATURE RULE – REVIEW? | *One Current Account and One Business Reserve Account*  *Monthly for both*  *Yes – Correspond to invoices and accounting records*  *Yes*  *None*  *Reviewed and Agreed to remain in place* |
| 1. **Assets** | Are all the material assets owned by the Council recorded in an asset register?  Asset register up to date?  Are investments recorded?  BASIS of Asset Values ?  Do asset insurance valuations shown in the register agree with those shown on any insurance policy?  Photographic evidence?  Is there a deed box in existence and if so where is it kept? | *Yes*  *Needs updating*  *N/A*  *To be revalued following Audit in 2016 to purchase/original values from Insurance values*  *Some vValues on policy are Market Values*  *Assets to be photographed*  *All records kept in Village Hall Storage Room Safe or Parish Clerk Office* |
| 1. **Year-end procedures** | Do the financial statements agree with the cashbook?  Is there an audit trail from the financial records to the accounts?  Have debtors and creditors been properly recorded?  Date of approval of Annual Return | *Yes*  *Yes*  *Yes*  *5.10.16* |
| 1. **Additional tests as required** | Computer systems:  Procedures for the backing up of computerised records  Record keeping and the arrangements in place to store previous years’ accounts etc.  Annual review of the effectiveness of  Internal Audit  Annual Statement of Internal Control  WEBSITE functionality/up to date etc. | *“Parish Laptop” purchased in 2014*  *I Cloud*  *Backed up on Laptop, I cloud, plus hard copies regularly printed & filed.*  *Reviewed at meeting dated*  *The Council are happy that there are adequate measures in place*  *Yes, monthly updates provided to web administrator.* |