

## INTERNAL AUDIT REPORT FOR BUCKLAND BREWER PARISH COUNCIL

I have carried out the annual internal audit today and wish to report as follows

**Proper Book-keeping** : Payment processes were checked, ensuring accuracy of input and external checking/verification and all checks done were accurate. **No issues**

**Financial Regulations** : No Financial Regulations were present. **Action : It is a requirement that Council has a set of Financial Regulations, following an agreed model, in addition to Standing Orders**

**Standing Orders** : Have been reviewed, updated, approved and signed with action noted to constantly review. **No issues**

**Payment Controls** : Authority of payments have been properly delegated and cheque signatories have been reviewed. Cheque stubs relate to invoices and management accounts and are properly authorised. Some expenditure is not supported by evidence and some evidence does not have the cheque number noted, which would aid cross-checking. All payments are within Council's legal powers or listed as S137, which is shown correctly in a separate column. VAT claim submitted annually. Payments approved by Council at each meeting. **Action : Ensure all payments are supported by evidence in the file and note cheque number on all paperwork**

**Risk Management** : Good risk assessment has been put in place following last audit. **No issues**

**Budgetary Controls** : Budget properly prepared, reviewed and approved and precept set. Full Council approval. Impact of loss of local council grant funding considered by Council. Reserves well documented and adequate. Progress against budget and variances reported half yearly with consideration now given to reviewing quarterly. Bank balance reported to Council monthly. **No issues**

**Income Controls** : Precept and grant properly and promptly received. Other income well evidenced. Controls and risks of investments in place. **No issues**

**Petty Cash Procedures** : No petty cash system in place. **No issues**

**Payroll Controls** : In-house payroll management with good analysis of Clerk's expenses. Clerk appraisal in place. Pension options being reviewed. **No issues**

**Asset Control** : Asset register in place and current. **No issues**

**Bank Reconciliation** : Year end reconciliation in place and agrees with external audit form. **No issues**

**Year End Procedures** : Year end accounts properly prepared under Receipts and Payments. Reported to Council and approved. **No issues**

*Lyn Hargood*

*7 June 2016*