

Roxby cum Risby Parish Council

Internal Audit 2017/18

Name of Council	Roxby cum Risby Parish Council	Name of Clerk:	Jo Curtis
No. of councillors	7	Name of RFO	Jo Curtis
Quorum	3	Precept	£ 5231.00
Electorate	283	Gross budgeted income	£ 6,629.86

1. Book Keeping

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	No	£ 429.22 TO CLAIM
1.5. Payments in ledger supported by invoices, authorised and minuted? (see schedule)	Yes		
1.6. S137 separately recorded and within limits?		No	None
1.7. S137 expenditure of direct benefit to electorate?		No	N/A

2. Due Process Honorariums x3

2.1. Standing Orders adopted since 2013?	Yes		2016 - Review Annually
2.2. Standing Orders reviewed at annual meeting?		NO	Review Annually
2.3. Financial Regulations adopted?	Yes		2016 – Insurance Review Annually
2.4. FRs properly tailored to council?	Yes		
2.5. Equal Opportunities policy adopted?		NO	
2.6. Adequate internal controls for payments?	Yes		
2.7. List of member interests held?	Yes		NLC Website
2.8. Agendas signed, informative and displayed with 3 clear days notice?	Yes		Part - Agendas should be on Website
2.9. Purchase orders raised for all expenditure?	Yes		
2.10. Purchasing authority defined in FRs?	Yes		
2.11. Legal powers identified in minutes and/or cashbook?		No	
2.12. Committee terms of reference exist and have been reviewed?		N/A	Recommend Personnel Committee

3. Risk Management

3.1. Does scan of minutes reveal any unusual activity?		No	
3.2. Annual risk assessment carried out?	Yes		Part – Financial Required for Assets
3.3. Insurance cover appropriate and adequate?	Yes		Part - Financial Check for Assets
3.4. Evidence of annual insurance review?		No	To be reviewed with Asset register
3.5. Internal financial controls documented and evidenced?	Yes		
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?		N/A	NONE

4. Budget

4.1. Annual budget to support precept?	Yes		
4.2. Has budget been discussed and adopted by council?	Yes		
4.3. Any reserves earmarked?	Yes		To be ratified & minuted
4.4. Any unexplained variances from budget?		No	
4.5. Precept demand correctly minuted?	Yes		

5. Payroll – Clerk

5.1. Contract of employment?	Yes		
5.2. Tax code issued / contracted out?	Yes		VANL
5.3. PAYE / NI evidence?	Yes		
5.4. Has council approved salary paid?	Yes		
5.5. Other payments reasonable and approved by council?	Yes		

6. Payroll – No other employees

7. Asset Control

7.1. Does council keep a register of all material assets owned?	Yes		Reviewed March 2018
7.2. Is asset register up to date?	Yes		Further review required
7.3. Value of individual assets included?	Yes		Part - To be reviewed

7.4. Inspected for risk and up to date inspection records exist	Yes	No	Part – Play equipment annually. Other to be formalised with insurance requirements
7.5. Record of deeds, articles and land register references available?	Yes		Play field - HS356416

8. Bank Reconciliations

8.1. Is there a bank reconciliation for each account?	Yes		
8.2. Reconciliation carried out on receipt of statement?	Yes		
8.3. Any unexplained balancing entries in any reconciliation?		No	

9. Year End Procedures

9.1. Year-end accounts prepared on correct accounting basis?	Yes		Rec/Pay
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?		No	APCM 9th MAY

10. Miscellaneous

10.1. Have points raised at the last audit been addressed?	Yes		Part – see reference re reserves
10.2. Has the council adopted a Code of Conduct since July 2012	Yes		NLC
10.3. Is eligibility for General Power of Competence properly evidenced?		No	
10.4. Are all electronic files backed up?	Yes		Hard Drive
10.5. Do arrangements for public inspection of council's records exist?	Yes		Part - Agendas to be on web 3 days etc. See ERNLLCA - ANO47

Annual Return		
Part Completed	Year ending 31 March 2017	Year ending 31 March 2018
1. Balances brought forward	13697	14744
2. Annual precept	5124	5231
3. Total other receipts	2559	1399
4. Staff costs		1665
5. Loan interest/capital repayments	0	0
6. Total other payments	5078	4095
7. Balances carried forward	14744	15614
8. Total cash and investments	14744	15614
9. Total fixed assets and long-term assets	32211	43222
10. Total borrowings	0	0

The primary objective of Internal Audit is to review, appraise and report upon the adequacy of internal control systems operating throughout the council, and to achieve this, a council should adopt a predominantly systems-based approach to audit.

Recommendations : -

- Please consider listed comments
- North Lincolnshire Council has imposed conditions for the receipt of Council Tax Grant for 2018/19. The council should consider fully the legal and financial implications of the conditions to be eligible.
- On the 25th May 2018 the General Data Protection Regulation - GDPR comes into effect. The council should prepare to comply by undertaking an audit of all personal data held for staff, councillors and public. Further information can be found at - ico.org.uk. See the links to guides, "GDPR: 12 steps to take now" and "Getting ready for the GDPR checklist."

Internal audit carried out by	<i>BK, Brooks</i>	BK Brooks CiLCA
Audit type (delete as appropriate)		Annual
Date 27th April 2018		

For auditor's use only	
Section 4 of Annual Return Form completed and signed	27th April 2018
Report/letter sent to council	6th May 2018