

**Cholesbury cum St Leonards
Parish Council
Internal Audit Report 2017**



11 May 2017 at 00:42:

	Internal Control Objective	Observation	Internal Audit Response
A	<i>Appropriate accounting records have been kept properly throughout the year.</i>	The Council maintains its accounts using an excel spreadsheet a form or accounting commonly used by Councils of a similar size. The records reviewed were found to be well maintained	Yes
B	<i>This smaller authority met its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.</i>	The Council reviewed its Financial Regulations, together with a number of other policies, at a meeting held on 23rd May 2016. A sample of payments was selected, in all cases it was possible to trace the original supporting invoice which had been properly approved	Yes
C	<i>This smaller authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.</i>	The Council reviewed risk, together with a number of other policies, at a meeting held on 23rd May 2016	Yes
D	<i>The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.</i>	The Council agreed the budget and precept at a meeting held on 23rd November 2015, subsequently on 25th January 2016 the Council confirmed the breakdown between precept and grant	Yes

E	<i>Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.</i>	The Council receives little income other than precept or grants. It was noted that income from allotments was slightly lower than in the previous year	Yes
F	<i>Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.</i>	The Council does not operate a petty cash	N/A
G	<i>Salaries to employees and allowances to members were paid in accordance with this smaller authority's approvals, and PAYE and NI requirements were properly applied.</i>	The Council has only one employee. The Council operates a PAYE scheme and has submitted required returns to HMRC	Yes
H	<i>Asset and investments registers were complete and accurate and properly maintained.</i>	The Council maintains an asset register. No assets were acquired or disposed of during the year	Yes
I	<i>Periodic and year-end bank account reconciliations were properly carried out.</i>	Regular bank reconciliations have been carried out and have been subject to independent review	Yes
J	<i>Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.</i>	The Council reports on a receipts and payments basis, which is permitted for Councils of this size, consequently there are no debtors or creditors recorded at year end	Yes

K	<i>Trust funds (including charitable) – The council met its responsibilities as a trustee.</i>	The Council does not act as Trustee	N/A
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