

Year Ending 31st March 2015	Internal Audit Test	01/03/2015					
<b>PROPER BOOKKEEPING</b>							
	Is cashbook maintained and up to date?	Yes. Last entry 27/02/15					
	Is the cashbook arithmetic correct?	Yes					
	Is the cashbook regularly balanced?	Balanced every month with bank reconciliation					
<b>STANDING ORDERS &amp; PAYMENT CONTROLS</b>							
	Formal adoption of SO and financial regs	Financial regs were adopted July 2009 At 15/5/13 meeting it was agreed to review SO Feb each year. Revised SO were adopted 16/4/14 17/9/2014 changes to SO required. Clerk to update Request copy of Revised Standing orders Feb 2015 when available.					
	Responsible financial officer appointed with specific duties	Graham Thomas is the Responsible Financial Officer Re-elected 11/5/11					
	Have items or services above de minimus been competitively purchased	No items or services above de minimus					
	Payments supported by invoices, authorised and minuted?	Yes					
	VAT on payments identified, recorded and reclaimed	VAT refund received 29/01/2015					
	Is s137 expenditure separately recorded & within stat limits?	S137 is separately recorded. Well within limits to date.					
<b>RISK MANAGEMENT</b>							
	Does review of minutes identify unusual financial activity?	No					
	Annual risk assessment?	Risk assessment document was updated and adopted 19/3/2014					

Insurance cover approp & adequate?	Due for renewal 26/10/14 Zurich Office equipment, money,public lia LTA employers liability, fidelity guarantee, legal expenses. All adequate.Agreed 17/9/14 to renew for 2014/15					
Internal financial controls documented & reg reviewed?	Updated Financial Controls were agreed 19/3/2014					
<b>BUDGETARY CONTROLS</b>						
Annual budget in support of its precept?	Yes					
Is actual budget expend against the budget reg reported to Council?	Yes					
Sign unexplained variances from budget?	No					
Reserves appropriate?	Yes					
<b>INCOME CONTROLS</b>						
Is income prop recorded & promptly banked?	Yes					
Precept recorded agree to Council Tax authority's notification?	Due April 2015. Requested copy of Parish precept Notice Feb 2015					
Security controls over cash & near-cash adequate & effective?	No petty cash. Internal financial controls adopted					
<b>PETTY CASH</b>						
All petty cash spent recorded and supported by VAT inv/rec?	No petty cash					
Petty cash expenditure reported to each council meeting?	No petty cash					
Is PC reimbursement carried out regularly?	No petty cash					
<b>PAYROLL CONTROLS</b>						

All employess contracts of employment with clear terms & conditions?	Yes Mrs C L Kirby				
Salaries pd agree with those agreed by council?	Yes £10 per hr				
	Wages on calendar for 16/4/14 but agreed to defer till pay award details provided by WALC				
Other payments to employees reasonable & approved by council?	Yes				
PAYE /NIC properly operated by council?	Yes. No tax and NIC due Real Time understood				
<b>ASSETS CONTROL</b>					
Register of all material assets owned or in its care?	Yes at back of Cash Book				
Assets & Investment registers up to date?	Yes Includes projector,screen and noticeboards & Filing cabinet				
Asset insurance valuations agree with with asset register?	Yes				
<b>BANK RECONCILIATION</b>					
Bank rec for each acct?	TGRA bank account closed 30/1/15				
Bank rec regular & timely?	Bank rec done monthly and checked Last rec 31/1/15				
Any unexplained balancing entries in rec?	No				
Is value of investments held summarised on reconciliations?	No Investments				
<b>YEAR END PROCEDURES</b>					
Yr end accounts prepared on correct basis(rec/pay or inc & exp)?	Rec/pay				
Accounts agree with cashbook?	Yes				

Audit trail from underlying financial records to the accounts?	Yes					
Debtors and creditors recorded properly?	Yes					
<b>TRUSTEE</b>						
Council has met its responsibilities as a trustee	n/a					
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