

Year Ending 31st March 2016	Internal Audit Test	09/11/2015				
PROPER BOOKKEEPING						
	Is cashbook maintained and up to date?	Yes. Last entry 01/11/15				
	Is the cashbook arithmetic correct?	Yes				
	Is the cashbook regularly balanced?	Balanced every month with bank reconciliation				
STANDING ORDERS & PAYMENT CONTROLS						
	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. In July SO review to be completed . No update made				
	Responsible financial officer appointed with specific duties	Graham Thomas is the Responsible Financial Officer Re-elected 11/5/11 Updated Charlotte Kirby is now the Responsible Financial Officer Elected 20/5/2015				
	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. Only available on website yr 13/14.				
RISK MANAGEMENT						
	Does review of minutes identify unusual financial activity?	No				

Annual risk assessment?	Risk assessment document was updated and agreed 18/3/2015					
Insurance cover approp & adequate?	Due for renewal 26/10/14 Zurich Office equipment, money,public liability, LTA employers liability, fidelity guarantee, legal expenses. All adequate.Agreed 17/9/14 to renew for 2014/15 Renewal for 21/10/15 agreed 9/9/15					
Internal financial controls documented & reg reviewed?	Updated Financial Controls were agreed 18/3/15					
BUDGETARY CONTROLS						
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					
INCOME CONTROLS						
Is income prop recorded & promptly banked?	Yes					
Precept recorded agree to Council Tax authority's notification?	Yes					
Security controls over cash & near-cash adequate & effective?	No petty cash. Internal financial controls adopted					
PETTY CASH						
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					

PAYROLL CONTROLS						
All employess contracts of employment with clear terms & conditions?	Yes	Mrs C L Kirby				
Salaries pd agree with those agreed by council?	Yes	£10.22 per hr				
Other payments to employees reasonable & approved by council?	Yes					
PAYE /NIC properly operated by council?	Yes.	No tax and NIC due	Real Time understood			
ASSETS CONTROL						
Register of all material assets owned or in its care?	Yes	at back of Cash Book				
Assets & Investment registers up to date?	Computer needs to be added but only purchased Oct 2015 so acceptable					
Asset insurance valuations agree with with asset register?	Yes					
BANK RECONCILIATION						
Bank rec for each acct?	TGRA bank account closed 30/1/15					
Bank rec regular & timely?	Bank rec done monthly and checked					
Any unexplained balancing entries in rec?	No					
Is value of investments held summarised on reconciliations?	No Investments					
YEAR END PROCEDURES						
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					
TRUSTEE						
Council has met its responsibilities as a trustee	n/a					
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