INTERNAL AUDIT FOR ASHMANHAUGH PARISH COUNCIL FOR THE YEAR 2015/16

I certify that I have carried out the tests, detailed below, in accordance with the suggested approach in the "Governance and Accountability for Local Councils – A Practitioners Guide (England) March 2014" and "Accounts and Audit Regulations 2015".

Signed.................................... Date. 22 April 2016

Previous Internal Audit Report	The Report was presented to Members and their attention drawn to the comments.
Bookkeeping	The cashbook is up to date and is arithmetically correct. Balances agree with the bank statements and signed by the Chair. Cheque book counterfoils have been correctly initialled by the signatories. However, I have made an adjustment on the final balance sheet with an accrual. It should be noted that any expenditure must be included in the accounts for that year, if must not be carried forward to the subsequent year.
Standing Orders and Financial Regulations	The Council has both the correct Standing Orders and Financial Regulations based on the Model form.
	The Minutes identify that the Council has reviewed and modified them, as necessary, during the year. Financial Regulations and Financial Risk Assessment are awaiting signature.
	The Clerk is identified as the RFO.
	Cashbook payments are supported by invoices and vouchers correctly.
	VAT has been identified separately and reclaimed correctly.
	Members have not been made aware of the Sec 137 allowance. I would expect this to be recorded in the September of November minutes.
	The receipt of Precept is reported to Members and recorded.
	The Council carries the correct insurance.
	The Council has reviewed its' written Policies.
Risk	The Minutes show that the Council takes due consideration of risk and risk policies have been reviewed.
	The Annual Return has been prepared in accordance with the new requirements.

Budgetary Controls	All income is banked promptly and the amount shown for the Precept, on the bank statement and in the cashbook, agrees with the District Council Notice.
	Bank reconciliation and cashbook balance are checked at every regular meeting. However, although it is minuted that the reconciliation has been presented and agreed, the bank statements have hot been signed since the July 2015 meeting. This will confirm that the Bank/Balance Sheet comparison has been made. I recommend that this be done and incorporated in the Financial Risk Assessment.
	Expenditure is monitored against the budget.
Payroll	All salary payments have used the HMRC Payroll tool and both income tax and NIC contributions have been calculated correctly and payments made to HMRC. All payments have been correctly recorded in the Minutes.
Assets	The Asset Register is up to date and valued.
Year End	The cashbook, accounts and bank statements agree.
	The new, Annual Return has been completed correctly with only the final signatures required which is done after the presentation of this Internal Audit Report.
Minutes	The Minutes have been recorded correctly although not with the relevant agenda. All minutes and corrections, have been signed/initialled by the Chair. I note that the Members are not summoned to meetings. This should be done at the beginning of the agenda sent to them. The agenda, which is published publicly, should invite members of the press and public, to attend.
	Any written reports are kept with the minutes identifying that report.
	I note that Members have attended meetings, with third parties, under delegated powers but there are no written reports. Members, acting under delegated powers, should record the date, those attending and notes on the discussions, or decisions, which took place. This is ensure that a correct record can be reviewed at a later date and demonstrates that Members have not exceeded their delegated powers.
Comment	I find that the documentation is in good order and kept in accordance with the legal requirements and good practice.