

COLDWALTHAM PARISH COUNCIL

INTERNAL AUDIT REPORT

FOR THE YEAR ENDED 31 MARCH 2016

INTRODUCTION

An internal audit of the Parish Council's financial records for the year 2015/2016 has recently been completed. The audit included all financial transactions for the period 1 April 2015 to 31 March 2016 inclusive.

The audit was undertaken in compliance with the requirements of the Accounts and Audit (England) Regulations 2015, and in accordance with the agreed and accepted Audit Plan.

Regulation 3 of the Accounts and Audit (England) Regulations states that the Parish Council must ensure that it has a sound system of internal control which—

- (a) facilitates the effective exercise of its functions and the achievement of its aims and objectives;
- (b) ensures that the financial and operational management of the authority is effective; and
- (c) includes effective arrangements for the management of risk

Regulation 5 of the Accounts and Audit (England) Regulations states that the Parish Council must undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, and any officer or member of the Parish Council, if required to do so for the purposes of the internal audit shall -

- (a) make available such documents and records; and
- (b) supply such information and explanations;

The objective of the internal audit is to determine whether the accounting arrangements, procedural controls, records, and documentary evidence are adequate to ensure the accurate and timely recording of financial transactions, so as to comply with all relevant legislation and best practice.

SCOPE

The audit included examination of the income and expenditure account, and annual return for the period, review of bank statements and cheque book stubs, review of supplier invoices and claims for reimbursement, review of receipts, review of agendas and minutes of meetings, review of budgets, review of fixed asset register and insurance policy, and confirmation that bank reconciliations and reports are prepared regularly and reviewed at regular meetings of the Parish Council.

FINDINGS

- 1) Monies paid and received during the year have been accurately recorded and reconciled to the bank and cash balances.
- 2) VAT had been correctly recorded and reclaimed from HMRC.
- 3) Fixed assets should be shown on the annual return at original cost, or insurance value if original cost is not known. The total to record on the annual return is therefore last year's - £142,726 plus additions in the year (laptop £291; Dog bin £347; goal posts £645; picnic tables £370) less assets disposed of / replaced (picnic tables £441) – total = £143,938
- 4) The effectiveness of internal controls should be reviewed, and a note that this has been done should be recorded in the minutes

SUMMARY AND OPINION

One of the functions of internal audit is to give assurance to members of the council that the financial systems are operating correctly, and can be relied upon.

In connection with my examination, and having regard to the items reported herewith, no matter has come to my attention that gives me reasonable cause to believe in any material respect that the regulatory requirements have not been complied with.

The accounting arrangements, procedural controls, records and documentary evidence are considered to be satisfactory, and accurately record the Council's financial position.

Rachel Hall (ACA)

27th April 2016