

Internal Audit Report for Tilney St Lawrence Parish Council for financial year 2017/18

Accounting Procedure for Year

Accounts are prepared on a receipts and payments basis. Totals in the accounts agreed with totals on cash analysis sheets.

Budget & Precept

Budget procedures are sufficient and the annual precept assessed and agreed by full council.

Book-keeping & minuted records of Expenditure

A sample examination of the computer spread sheet receipt and payment records show that they are regularly maintained, correct and regularly balanced. Payment records coincide with the minutes of monthly meeting.

Payment & Receipts

All payments are supported by invoices. Expenditure is approved by the full council at monthly meetings. All expenditure is minuted. VAT on payments has been correctly recorded and reclaimed. The VAT return was completed to end of February 2018 and March 2018 VAT is to be included in the following year claim.

Petty Cash

No petty cash system is currently operated.

Standing Orders & Financial Regulations

The Standing Orders, adopted in January 2018 will be reviewed in 2022.

The Financial Regulations, adopted Feb 2017. A review date of February 2021 was indicated.

It is advisable that the Council makes a statement annually that the Standing Orders and Financial Regulations are satisfactory for the business of the Council (between reviews.)

The Clerk is the Responsible Financial Officer and is responsible for maintaining all the council's records.

Risk Management and Internal Controls

No review date has been set for the Financial and Operational Risk Assessment adopted in 2011.

It would be advisable to make an annual statement for the Financial and Operational Risk Assessment that the Parish Council is satisfied it is sufficient for purpose and minuted at a meeting.

Insurance, with Ecclesiastical, is reviewed annually with each premium payment prior to renewal in June.

Salaries & HMRC returns

The Clerk's monthly salary and expenses are paid in accordance with Council approvals. PAYE and NI requirements are correctly applied.

Income

There is a small amount of income from rental of land and the remainder of the Council's income is derived from the Parish Precept.

Tenancies

The Council rents 3.2 Ha of agricultural land (known as The Brickyard) to one tenant. The Tenancy Agreement was reviewed in 2017 and the council resolved to continue the tenancy under the Agricultural Tenancies Act 1995 (Farm Business Tenancy) on a 'rolling' year on year basis.

Asset Controls

The asset register was correctly completed to year end 31st March 2018. All acquisitions and disposals have updated.

Bank Reconciliation

Bank accounts are reconciled monthly and there are no unexplained balancing entries.

Mrs E Bateman... 
Date 29th May 2018