Suffolk Association of local councils

Internal Audit Report
Year ending: 31st March 2015

Name of Council:	Boyton Parish Council
Income:	£ 2,350.02
Expenditure:	£ 1,849.09
Precept figure:	£ 1,680.00
General Reserve:	£ 1,782.00
Earmarked Reserves:	

Subject	Requirements	Comments/Recommendations
1. Proper Book-keeping	Type of cash book or ledger used.	Spreadsheet kept for receipts and payments.
	Cash book kept up to date and regularly verified against bank statement.	All were found to be in order.
	Correct arithmetic and balancing.	Spot checks were made and were found to be correct.
2. Financial regulations, standing orders, payment controls	Evidence that standing orders and financial regulations have been adopted and reviewed regularly.	Standing orders and financial regulations were reviewed and adopted 4 February 2015.
	Supporting paperwork for payments, and appropriate authorisation.	Random payments were selected and cross checked against cheque book, cash book, bank statement, invoice and minutes. All were found to be in order.
	VAT is identified and reclaimed.	No VAT recorded.
	S137 separately recorded and minuted.	None made.
	Does the council use General Power of Competence.	No.
	Payments of interest and principal sums in respect of loans, are paid in accordance with agreements.	Not applicable.

3. Risk management	Evidence that risks are being identified and managed.	Risk assessment was reviewed 4 February 2015. All the councils policies were reviewed at meeting 2 February 2015.
	Appropriate Insurance cover for employment, public liability and fidelity guarantee.	All were found to be in order. The council has fidelity guarantee cover of £25,000.
4. Budgetary controls	Verifying that the budget has been properly prepared, and agreed.	The budget and precept were agreed at council meeting 6 November 2013.
	Regular reporting of expenditure and variances from budget.	All were found to be in order.
5. Income controls	Monitoring of precept and any other Income.	The council received precept of £1,680 and council tax support grant of £132.96.
	Reserves:	General: £ 1,782 Earmarked:
6. Petty cash/expenses procedure	Established system in place, and associated supporting documents	No petty cash is held.
7. Payroll controls	Salary payments include deductions for PAYE/ NIC. PAYE/NIC paid promptly to HMRC. Pension responsibilities.	Evidence seen to support PAYE. All were found to be in order. ***All employers have new pension duties, the council can find out its pension staging date and duties by visiting the pension regulator website.***

8. Asset control	Inspection of Asset register.	No assets held.
	Asset register reviewed annually.	
	Cross checking of Insurance cover.	
9. Bank reconciliation	Regularly completed, reconcile with cash book.	All were found to be in order. Year-end accounts agree with reconciliation.
	Confirm bank balances agree with bank statements.	Bank balances at year-end: Treasurers account: £1,784.62 Unpresented cheque: £3.00
10. Year-end procedures	Appropriate accounting procedures used. Income/Expenditure. Receipts/Payments.	Receipts and payments. All were found to be in order.
11. Annual return	Completion of sections of Annual return.	Section 1 was completed but not signed at the time of internal audit.
		Section 4 was completed and signed by the internal auditor.
12. Review internal controls	Date review completed.	4 February 2015.
13. Recommendations from previous internal audit – 31 March 2014.		Report not seen.

14. Additional comments	Annual meeting:	7 May 2014.
	Appointment of internal auditor:	
	Any trustee responsibilites:	
	Transparency code for smaller authorities:	***The council should be aware that from 1 April 2015 all councils with turnover less than £25,000 are subject to the Transparency Code for Smaller Authorities. The council will be required to publish certain council information on a website (publicly available and free of charge). Full details of the information to be published can be found on LAIS 1372.***
	Is the council registered with the ICO:	***No. Please see enclosed LTN38 with regard to the requirement for ICO registration.***

Signed S Inman.....

Date 5/5/15.....

On behalf of Suffolk Association of Local Councils