

AUDIT PROGRAMME - 2016/17

I certify that I have carried out the tests detailed below in accordance with the suggested approach in the 2008 edition of 'Governance and Accountability in Local Councils in England and Wales – A Practitioners Guide'. Where an entry has been made in column 4 the supporting papers are attached.

Signed..... Date 18/6/17

1 Internal Control	2 Tests	3 Initial if Yes	4 Report Reference	5 Comments
Previous Internal Audit report	Do the minutes record that The Council has considered the internal audit Report for the previous year and the matters arising addressed.	Y		(Blue file) Minutes Mtg 27.06.16 item 10 Audit report for 15/16 (Audit info ref JK)
Proper bookkeeping	Is the cashbook maintained and up to date?	Y		Cash book & bank statements (Audit info ref WX)
	Is the cashbook arithmetically correct?	Y		Cash book & bank statements (Audit info ref WX)
	Is the cashbook regularly balanced?	Y		Cash book & bank statements (Audit info ref WX). Statements received and balanced every 6 months. <i>As per last year's suggestion it is recommended to get the bank to produce 1/4ly statements. I understand the Clerk has tried twice but with no luck so far.</i>
Standing orders & Financial regulations	Has the Council formally adopted Standing orders and Financial Regulations?	Y		(Audit info ref N) Amended version 2013 adopted 21.05.15 Financial regulations adopted May 21.05.15. Reviewed mtg 16.05.16 item 15. (Blue file) Minutes
	Has a Responsible Financial Officer been appointed?	Y		(Audit info ref YZ) Contract in place 01.04.15 Clerk is RFO page 2
	Have items or service above de minimis amount been competitively purchased.	N/A		These have been no items or service above de minimis amount that have been purchased in 16/17.
	Are payments in the cashbook supported by invoices and have	Y		(Payment & receipts slips). (Blue file Minutes) Mtgs 16.05.16 item 27a), 27.06.16 13a), 19.09.16 14a), 21.11.16 11a), 16.01.17 12a) &

	they been authorised and minuted?			21.03.17 15a) Some cheque stubs not signed as approved (455 and 498)
	Is section 137 expenditure separately recorded and within statutory limits	Y		(Audit info ref S) Section 137 expenditure in relation to the Post Office is recorded separately at a total of £500. Within statutory limit of £3,042.20.
	Has VAT on payments been identified an, recorded and reclaimed?	N/A		No VAT payment made in 16.17
	Has the general power of competence been adopted? Does the Council meet the criteria to uses the power	N/A		N/A criteria for eligibility not met at Y/E 31.03.17. (Blue file) Minutes mtg 16.05.16 item 18.
Risk Management Arrangements	Does a scan of the minutes identify any unusual activity?	N		None seen
	Do the minutes record the Council carry out an annual risk assessment?	Y		(Blue file) Minutes Mtg 16.01.17 item 9
	Is insurance cover appropriate and adequate?	Y		(Audit info ref UV) Insurance it is noted that the dog bins at Lydlinch and Kings Stag are not insured as their value is less that the excess.
	Are internal financial controls documented and regularly reviewed?	Y		(Audit info ref N) Financial regulations adopted 21.05.15. (Blue file) Minutes . Reviewed mtg 16.05.16 item 15.
Budgetary Controls	Has the Council prepared an annual budget in support of its precept?	Y		(Audit info ref T) Blue file) Minutes Mtg 20.01.16
	Is actual expenditure against the budget regularly reported to the council?	Y		(Blue file) Minutes financial reports made at mtg 16.05.16 item 27b) 21.11.16 item 11b) 16.01.17 item 12b) 23.03.17 item 15b)
	Are there any significant unexplained variances in the budget?	N		No (Audit info ref T) precept budget analysis sheet and explanation of significant variances. (Audit info ref O)

Income Controls	Is income properly recorded and promptly banked?	Y		(Audit info ref WX) cash book 4 receipts recorded 3 x BACS (payments & receipts)
	Does the precept recorded in the cashbook agree to the District Council's Notification?	Y		(Audit info ref T) District Council's Notification V Cash book (Audit info ref WX).
	Are security controls over cash adequate and effective?	N/A		No cash transactions
Petty Cash procedures	Is all petty cash spent recorded and supported by VAT invoices / receipts?	N/A		No cash transactions
	Is petty cash expenditure reported to the Council?	N/A		No cash transactions
	Is petty cash reimbursement carried out regularly?	N/A		No cash transactions
Payroll Controls	Do salaries paid agree with those approved by Council?	Y		(Audit info ref WX) cash book V (Blue Minutes) mtgs file Min Mtgs 15.05.16 item 27a, 27.06.16 item 13a, 19.09.16 item 1a, 21.11.16 item 11a, 16.01.17 item 12a & 20.03.17 item 15a.
	Are other payments to the Clerk reasonable and approved by the Council?	Y		No other payments made to clerk in 16.17
	Has PAYE/NIC been properly operated by the Council as an employer?	Y		(Audit info ref YZ) P60.
Asset Controls	Does the Council keep an Assets Register of all material assets owned?	Y		(Audit info ref UV)
	Is the Register up to date?	Y		(Audit info ref UV) Asset register V cash book to check purchases. (Audit info ref WX) There have been no disposals or additions
	Does the insurance valuations agree with those on the register?	Y		(Audit info ref UV) assets / insurance. Some items have been purchased historically and have been given a nominal £1.00 asset value but are insured at current replacement cost.
Bank Reconciliation	Is there a bank reconciliation for each bank account?	Y		(Audit info ref WX)
	Is the bank reconciliation carried	Y		(Audit info ref WX) Bank reconciliation carried out when statements received every six months

	out regularly on the receipt of statements?			As per last year I suggest statements are received ¼ ly and reconciled and reported as part of the financial review
	Are there any unexplained balancing entries in any reconciliation?	N		(Audit info ref WX) no
Year-End procedures	Are year –end accounts prepared on the correct accounting basis?	Y		(Audit info ref WX) bank reconciliation and cash book
	Do accounts agree with the cashbook?	Y		(Audit info ref PQ) Accounting statements V (Audit info ref WX) cash book , Bank reconciliation & statements
	Is there an audit trail from underlying financial records to the accounts?	Y		(Audit info ref WX) cash book cross ref. to (payments & receipts). Payment numbers , receipts numbers cheque numbers cross referred.
	Where appropriate, have debtors and creditors been properly recorded?	Y		(Audit info ref WX) bank reconciliation shows unpresented cheques at year end there are no outstanding bills for payment at year end.