

INTERNAL AUDIT SERVICE FOR WELSHAMPTON AND LYNEAL PARISH COUNCIL

AUDIT PROGRAMME – 2019/20

I certify that I have carried out the tests detailed below in accordance with the suggested approach contained in the 'Governance and Accountability for Smaller Authorities in England' – the Practitioners' Guide issued in March 2019. Where an entry has been made in column 4 the supporting Working Papers are attached.

Signed.....*DMW*.....Date.....*19/5/2020*.....

1 Internal Control	2 Tests	3 Initial if Yes	4 W/P Reference	5 Comments
Previous Internal Audit Report	Do the minutes record that Council has considered the Internal Audit Report for the previous year and the matters arising addressed?		<i>DMW</i>	
Proper bookkeeping	Is the cashbook maintained and up to date?		<i>DMW</i>	
	Is the cashbook arithmetically correct?		<i>DMW</i>	
	Is the cashbook regularly balanced?		<i>DMW</i>	
Standing Orders, Financial Regulations and Payment Controls.	Has the Council formally adopted Standing Orders and Financial Regulations?		<i>DMW</i>	
	Has a Responsible Financial Officer been appointed with specific duties?		<i>DMW</i>	
	Have items or services above the de minimis amount been competitively purchased?		<i>DMW</i>	
	Are payments in the cashbook supported by invoices and have they been authorised and minuted?		<i>DMW</i>	
	Has VAT on payments been identified, recorded and reclaimed?		<i>DMW</i>	
	Is Section 137 expenditure separately recorded and within statutory limits?		<i>N/A</i>	
Risk Management Arrangements	Does a review of the minutes identify any unusual activity?		<i>N/A</i>	

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Risk Management Arrangements (contd)	Do the minutes record the Council carrying out an annual risk assessment?		JMLW	
	Is insurance cover appropriate and adequate?		JMLW	
	Are internal financial controls documented and regularly reviewed?		JMLW	
Budgetary Controls	Has the Council prepared an annual budget in support of its precept?		JMLW	
	Is actual expenditure against the budget regularly reported to Council?		JMLW	see emailed report dated 19/5/2020
	Are there any significant unexplained variances from budget?		n/a	
Income Controls	Is income properly recorded and promptly banked?		JMLW	
	Does the precept recorded in the cashbook agree to the Council Tax Authority's notification?		JMLW	
	Are security controls over cash adequate and effective?		n/a	
Petty Cash Procedures	Is all petty cash spent recorded and supported by VAT invoices/receipts?		n/a	
	Is petty cash expenditure reported to Council?		n/a	
	Is petty cash reimbursement carried out regularly?		n/a	
Payroll Controls	Do all employees have contracts of employment with clear terms and conditions?		JMLW	
	Do salaries paid agree with those approved by Council?		JMLW.	

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Payroll Controls (contd)	Are other payments to the Clerk reasonable and approved by Council?		JMW	
	Has PAYE/NIC been properly operated by the Council as an employer?		JMW	see report emailed 19/5/2020
Assets Controls	Does the Council keep an Assets Register of all material assets owned and it its care?		JMW	
	Is the Register up to date?		JMW	
	Do asset insurance valuations agree with those in the Register?		JMW	
Bank Reconciliation	Is there a bank reconciliation for each bank account?		JMW	
	Is the bank reconciliation carried out regularly on the receipt of statements?		JMW	
	Are there any unexplained balancing entries in any reconciliation?		JMW	
	Is the value of investments held summarised on the reconciliation?		N/A	
Year-End Procedures	Are year-end accounts prepared on the correct accounting basis?		JMW	
	Do accounts agree with the cashbook?		JMW	
	Is there an audit trail from underlying financial records to the accounts?		JMW	
	Where appropriate, have debtors and creditors been properly recorded?		JMW	
Public Rights	The notification of public rights was correctly actioned in 2019		JMW	