

Bradford Abbas Parish Council Internal Control Objective				Yes	No	Not Covered	Comments
A	Appropriate accounting records have been properly kept throughout the financial year	1) Is cash book maintained and up to date?	✓				
		2) Is cash book mathematically correct?	✓				
		3) Is cash book regularly balanced?	✓				
B	This authority complied with its financial regulations, payments were supported by invoices all expenditure was approved and VAT was appropriately accounted for:	1) has Council formally adopted standing orders and financial regs					
		2) has responsible Financial Officer been appointed with specific duties?	✓				Clerk/RFO role
		3) have several quotes been obtained where appropriate?	✓				
		4) are payments supported by invoices, authorised and minuted?	✓				
		5) has VAT on payments been correctly recorded and reclaimed?	✓				
		6) is Section 137 expenditure recorded and within limits?	✓				
C	This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	1) Do minutes identify unusual activity?	✓				
		2) Do minutes show Council carried out annual assessment?	✓				
		3) Is insurance cover appropriate and adequate?	✓				
		4) Are internal financial controls documented & regularly reviewed?	✓				
D	The precept or rates requirement resulted from an adequate budgetary process; progree against budget was regularly monitored; and reserves were appropriate	a) Has Council prepared annual budget in support of precept?	✓				
		b) Is expenditure against the budget regularly reported to Council?	✓				
		c) Are there any significant unexplained variances from the budget?	✓				

E	Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for	a) Is income properly recorded and promptly banked? b) Does precept shown in books agree with notification from Local authority? c) Are security controls over cash adequate? d) Is VAT correctly reserved in books?	✓ ✓ ✓ ✓	
F	Petty Cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for:	a) Is all cash spent recorded and supported by valid VAT receipts? b) Is petty cash reimbursement carried out regularly?	NA NA	
G	Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	a) Do salaries paid agree with those approved by Council? b) Has PAYE/NIC been properly calculated and paid to HMRC?	✓ ✓	
H	Asset and investments registers were complete and accurate and properly maintained.	a) Does the Council keep an asset register? b) Is the register up to date? c) Do asset values reflect the cost? - i.e. book value a) Is there reconciliation for each account & carried out regularly? b) Are there unexplained balances on the reconciliation?	✓ ✓ ✓ ✓ NA	
I	Period and year-end bank account reconciliations were properly carried out.			
J	Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	a) Are accounts prepared on correct basis & agree with books? b) Is there an audit trail for financial records?	✓ ✓	

Annual Internal Audit Report 2019/20

BRADFORD ABBAS PARISH COUNCIL

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation **during** the financial year ended 31 March 2020.

The internal audit for 2019/20 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			✓
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2018/19, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2018/19 AGAR tick "not covered")	✓		
L. The authority has demonstrated that during summer 2019 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.	✓		
M. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

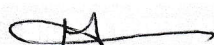
Date(s) internal audit undertaken

28 / 05 / 20

Name of person who carried out the internal audit

MRS M.T. HARDING

Signature of person who carried out the internal audit



Date

28/05/20

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).