

Old Woughton Parish Council Internal Audit Report 2018



18 June 2018 at 18:12:

(to be read in conjunction with the attached Internal Audit Observations)

	Internal Control Objective	Observation	Internal Audit Response
A	<i>Appropriate accounting records have been kept properly throughout the year.</i>	The Council maintains its accounts using the Alpha Accounting system. The records reviewed were found to be well maintained	Yes
B	<i>This smaller authority met its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.</i>	The Council does not appear to maintain a formal set of Financial Regulations. The Council should refer to the attached Internal Audit Observations	Yes
C	<i>This smaller authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.</i>	The Council maintains a Risk Register which was subject to review by Council on 08 May 2017	Yes
D	<i>The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.</i>	The Council set the precept at a meeting held on 09 January 2017. Regular budget control reports have been subject to review by Full Council	Yes

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E	<i>Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.</i>	The Council receives a limited amount of income other than in the form of allotment income, precept and grants. The Council is not VAT registered and does not make VATable supplies. The Council should refer to the attached Internal Audit Observations	Yes
F	<i>Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.</i>	The Council does not maintain a petty cash	N/A
G	<i>Salaries to employees and allowances to members were paid in accordance with this smaller authority's approvals, and PAYE and NI requirements were properly applied.</i>	The Council operates a PAYE scheme. Payroll is processed using HMRC Tools payroll software. Regular payments of tax and national insurance have been made to HMRC.	Yes
H	<i>Asset and investments registers were complete and accurate and properly maintained.</i>	The Council maintains an asset register. No additions or disposals of assets were made in the year	Yes
I	<i>Periodic and year-end bank account reconciliations were properly carried out.</i>	The Council Minutes refer to review of balances, however a copy of the year end bank reconciliation and bank statements was not provided to the Internal Auditor. The Council should refer to the attached Internal Audit Observations	Yes

	Internal Control Objective	Observation	Internal Audit Response
J	<i>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.</i>	The Council reports on a Receipts and Payments basis. Consequently at year end there are no Debtors or Creditors recorded.	Yes
K	<i>Trust funds (including charitable) – The council met its responsibilities as a trustee.</i>	The Council does not act as Trustee	N/A

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 18 June 2018