Launton Parish Council
Internal Auditor's Report for year ended 31-Mar-20
Date of Appointment of Internal Auditor
Date(s) of Internal Audit 21-Jan-20 24-Jan-20 03-Apr-20

1 Working Documents

Ref	Test	Meets Requirement	Internal Auditors Comments	For Council Use
1.1	Have Standing Orders been tailored and formally adopted?	Y	Adopted 7 Jun 18 under minute no	
1.2	Have Standing Orders been reviewed and minuted?	Y	Reviewed 6 June 19 - Minute No 8b - Resolution with no further revision.	
1.3	Have Financial Regulations been tailored to the council and formally adopted?	Y	NALC Model Financial Regulations used a base with revisions for the specific needs of the Council - formally adoted on 5 December 2019 under Minute Number 8b.	
1.4	Have Financial Regulations beend reviewed and minuted?	Y	See 1.3	
1.5	Does the Council have a grant awarding policy?	y	Adopted 5 Apr 18 and due for review in April 2020.	
1.6	Have items/services above th erecommended amount been competitively purchased in accordance with Financial and Procurement Regulations (Large Councils)	NA	NA	
1.7	Evidence that council maintains an adequate and effective systemof finacial control. Including risk management and that it is reviewed by the full council annually.	Y	Reviewed and adopted on the 2 May 2019 Minute Number ?. Next review due Apr 2020.	

1.8	Public land and Building Assets	Y	Village hall ……..	
1.9	Code of Conduct adopted by resolution of full council?	Y	Adopted 7 June 2012 - Minute Number - provided by CDC.	

2 Administration

Ref	Test	Meets Requirement	Internal Auditors Comments	For Council Use
2.1	Does the Council have the General Power of Competence and if so when was it adopted/minute number?	Y	GPC adopted in January 2018 - Minute Number 8a 4Jan18	
2.2	Is there a separate account for s 137 payments?	NA	NA - GPC though there is a seperate budget line for grants and there is a similar sum as with S137 set aside for the grants.	
2.3	Councils authorisation of Direct Debit list and Standing Orders	Y	Reviewed biannually last nminute reference 5 July 2018 Min 7e	
2.4	Was the precept demand properly minuted ?	Y	Resolved as meeting on 9 Jan 2020 - Minute Page 2 Point 7d.	
2.5	Was Petty Cash expenditure approved?	NA	No petty cash however debit card transactions approved correctly.	
2.6	Is all expenditure supported by VAT invoices - if applicable?	Y	July and December Invoices seen by scan due to COVID 19 restrictions on 3 April 2020	
2.7	VAT - recordedand paid/reclaimed properly?	Y	VAT Return seen 3 April 2020 - correct	
2.8	Loans	NA	None	

3 Risk Management

Ref	Test	Meets Requirement	Internal Auditors Comments	For Council Use
3.1	Insurance	Y	Who what where	
3.2	Insurance - evidence of review of cover	Y	Who what where	

3.3	Copy of Risk Management Policy/statemnet seen?	Y	Updated and adopted in May 2019.	
3.4	Asset Register seen and up to date?	Y	Updated and adopted in May 2019.	
3.5	Evidence that assets have been inspected for risk?	Y	Asset register and report	
3.6	Review of Investment, including bank accounts?	Y	Reviewed annually	
3.7	Is 'two councillor signatures' rule applied to payments applied to electronic payments made by internet banking?	Y	In financial regulations - 6.4 It is noted that all memebers of the council are signatories whereas best practice would be for at least one councillor to not be a signatory and be responsible for checking payments and finacial procedures for internal controls.	
3.8	If credit/debit/prepaid cards in use - are proper procedures in place?	Y	Transactions minuted after the event but only small amounts and within the Financial Regualtions	
3.9	Electronic and physical records backed up	Y	Financial Regulations - 6.13	

4 Budgetary Controls

Ref	Test	Meets Requirement	Internal Auditors Comments	For Council Use
4.1	Was a budget adopted and minuted?	Y	19-20 budget adopted on the 10 Jan 2019 under minute number 7b.	
4.2	Were the objectives of the reserves identified?	Y		
4.3	Did the council regulalrly compare the actual income and expenditure to the budget? As detailed in the financial regulations.	Y	Budget monitoring reports in June, Sep and Dec 19.	

4.4	Are any significant unexplained variances from the budget minuted?	Y	Parish Hall project.	

5 Payroll

Ref	Test	Meets Requirement	Internal Auditors Comments	For Council Use
5.1	Do all staff have a contract of employment?	Y	Confirmed by Clerk - 24 Feb 2020	
5.2	Do salaries paid agree with those approved by council?	Y	Pay agreed under minute number	
5.3	Has the council registered as an employed with HMRC and have PAYE/NIC been properly dealt with (including year-end procedures)?	Y	Confirmed by Clerk - 24 Feb 2020	
5.4	Minimum wage paid?	Y	NALC and JPC pay scales used.	
5.5	Are councillor's allowances and expenses properly authorised & controlled (Large Councils)	NA	NA	
5.6	Pension provision - an audit trail.	NA	NA	

6 Year End Procedures

Ref	Test	Meets Requirement	Internal Auditors Comments	For Council Use
6.1	Bank Reconciliation - (a)Bank statements seen? (b) RFO's reconciliation?	Y	Ask jane for original bank statements to be scanned?	
6.2	Where appropriate debtors and creditors properly recorded? (large Councils)	NA	NA	
6.3	Council as a whole to consider the year end accounts	Y	Agenda ? Minute Number	

6.4	Annual Governance Statement, section 1 of Annual Return, approved by whole council and published on website (mandatory for councils with turnover under £25k)	Y	2018-19 Certificate of Exemption/Annual Governance Statement on website - checked 21 Jan 2020.	
6.5	Annual Statement of Accounts, section 2 of Annual Return, approved by whole council?	Y	Seen - website	
6.6	Previous internal audit - action taken where recommended? Internal audit page published on website (mandatory for councils with turnover under £25k)	Y	Internal Audit with no issues on website for 2018-19	
6.7	Previous external audit - action taken where recommended?	NA	2 May 2019 - Minute Number 9c - Certificate of Excemption for 2018-19.	

7 Other Matters

Ref	Test	Meets Requirement	Internal Auditors Comments	For Council Use
7.1	Registered with ICO?	Y	Evidence of payment	
7.2	Is the Council a Managing Trustee	N	NA	

8 Procedures

Ref	Test	Meets Requirement	Internal Auditors Comments	For Council Use
8.1	Minutes - declarations of interest.	Y	On all agendas and clear explanation of requirements even for councillor entering the meeting late.	
8.2	Minutes - generally	Y	Concentrates on decisions made, clear resolutions and consistent format.	

8.3	Minutes initialled on eqach page and final page signed?	Y	Seen - ZOOM meeting with clerk on 3 April 2020)COVID 19 restrictions)	
8.4	Compliance and Tranparency Code/guidance?	Y	Expenditure over £100 published annually on website/Website good for navigation and style not cluttered. Website Assessibility Statement due by Sept 2020.	
8.5	List of Member Interests held?	Y		
8.6	Were books made upto date?	Y		
8.7	Agendas signed and displayed 3 clear days' prior to meeting (i.e. not including date of issue/date of meeting/weekend/bank holidays)	Y		
8.8	Summons issued in proper format?	Y		
8.9	Delegated authority?	Y	In Finance and Standing Orders	

9 Sampling

Ref	Test	Meets Requirement	Internal Auditors Comments	For Council Use
9.1	Is income properly recorded and promptly banked?	Y	No cash only cheques	
9.2	Audit trail	Y	Clear audit trail	