

Independent Internal Audit Report for Dalham Parish Council

Year ending: 31st March 2018

OBJECTIVE A	<p>Appropriate accounting records have been properly kept throughout the financial year.</p> <p>Excel I&E account, cashbooks for current and Deposit/Reserve account with End of Year Statement and reconciliation.</p>
OBJECTIVE B	<p>This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.</p> <p>Financial Regulations and Standing Orders in place and updated 22/3/18. Invoices filed in order, signed by two councillors and minute reference noted. VAT recorded appropriately and reclaimed at the year-end.</p>
OBJECTIVE C	<p>This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.</p> <p>Risk Assessment in place. Reviewed 22/3/18.</p>
OBJECTIVE D	<p>The precept requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.</p> <p>Budget set. Precept request of £6,037 was received. Budget progress reviewed. Reserve listing in place.</p>
OBJECTIVE E	<p>Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.</p> <p>Income checked against bank statements with supporting documentation filed in order. No VAT on income.</p>
OBJECTIVE F	NOT APPLICABLE – NO PETTY CASH SYSTEM IN PLACE
OBJECTIVE G	<p>Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly maintained.</p> <p>Salaries recorded in confidential cashbook, signed by two councillors and minute reference noted. PAYE/NI details recorded and paid to HMRC where relevant. Members' allowances not applicable.</p>
OBJECTIVE H	<p>Asset and investments registers were complete and accurate and properly maintained.</p> <p>Asset register in place. Insurance documents in place.</p>
OBJECTIVE I	<p>Periodic and year-end bank account reconciliations were properly carried out.</p> <p>Bank reconciliations at every meeting (two-monthly). Year-end reconciliation seen.</p>
OBJECTIVE J	<p>Accounting statements prepared during the year were prepared on the correct accounting basis, agreed to the cash book, supported by an adequate audit trail from underlying records.</p> <p>Receipts and payments basis accounts prepared. Reconciled to cashbook. Audit trail spot checks carried out.</p>
OBJECTIVE K	NOT APPLICABLE – NO TRUST FUNDS

Comments:- I have not had sight of the AGAR 2017/18 Part 2, Section 2 Accounting Statement.

CE Whitaker Clerk to Exning Parish Council / Finance Manager to Newmarket Town Council 20/4/18