

Local Council Services • Internal Audit

Internal Audit Report for Rumburgh Parish Council - 2017/18

The following Internal Audit was carried out on the adequacy of systems of control. The following recommendations/comments have been made:

Income: £4,373 Expenditure: £3,475 Reserves: £5,680

AGAR Completion: Section One: Yes Section Two: Yes

Annual Internal Audit Report 2017/18: No

Proper book-keeping Cash Book, regular reconciliation of books and bank statements. Supporting

vouchers, invoices and receipts

All were found to be in order. LGAs137 and VAT payments are tracked and identified within the year end accounts. The cashbook is referenced providing a clear audit trail. Supporting paperwork is in place and well referenced.

Financial regulations

Standing Orders and Financial Regulations

Tenders

Appropriate payment controls including acting within the legal framework with

reference to council minutes

Identifying VAT payments and reclamation

Cheque books, paying in books and other relevant documents

Standing Orders in place: Yes

Reviewed: 21 March 2018 (8)

Financial Regulations in place: Yes

Reviewed: 21 March 2018 (8)

VAT reclaimed during the year: Yes Registered: No

General Power of Competence: Not applicable.

Financial Regulations and Standing Orders in place. Financial Regulations have been updated to include the Public Contracts Regulations 2015.

There were no tenders during the year that exceeded the £25,000 Public Contract Regulations threshold.

Contact details: 52 Parkway, Wickham Market, Suffolk, IP13 0SS

Tel: 07732 681125 Email: heather@heelis.eu

Heather Heelis Dip HE Local Policy PILCM Lynne Lodge Dip HE Local Policy

Risk Assessment

Appropriate procedures in place for the activities of the council Compliance with Data Protection regulations

Risk Assessment document in place: Yes
Data Protection registration: Yes

Data Protection

The councillors are aware that the General Data Protection Regulations are changing and the new Regulations will come into force on 25 May 2018. The councillors agreed at their meeting on the 21 March 2018 to engage the DPO Centre to manage its responsibilities. It is advised that the new Data Protection Regulations should form part of the Council's Risk Assessment.

Insurance was in place for the year of audit. The Risk Assessment was reviewed on 21st March 2018. The review of Internal Controls was carried out on 21st March 2018.

The Council have satisfactory internal financial controls in place. Cheque stubbs and invoices are initialled by signatories. The Clerk provides financial reports to council meetings. Councillors are provided with information to enable them to make informed decisions.

Fidelity Cover: £25,000

The level of Fidelity cover is within the recommended guidelines of year end balances plus 50% of the precept.

Transparency Code

Compliance for smaller councils with income/expenditure under £25,000. Smaller authorities should publish on their website from 1 April 2015:

Smaller Council: Yes

Website: www.rumburgh.onesuffolk.net

- a) all items of expenditure above £100
 Published Yes included in Council Minutes published on website.
- b) end of year accounts (By 1 July)
 2017 Annual Return, Section One Published Yes
- c) annual governance statement (By 1 July) 2017 Annual Return, Section Two Published – Yes
- d) internal audit report (By 1 July) 2017 Annual Return, Section Four Published – Yes
- e) list of councillor or member responsibilities *Published – Yes*
- f) the details of public land and building assets (By 1 July) Published – Yes
- g) Minutes, agendas and meeting papers of formal meetings *Published – Yes*

Contact details : 52 Parkway, Wickham Market, Suffolk, IP13 0SS

Tel: 07732 681125 Email: heather@heelis.eu

Heather Heelis Dip HE Local Policy PILCM Lynne Lodge Dip HE Local Policy

Budgetary controls

Verifying the budgetary process with reference to council minutes and

supporting documents

Precept: £ 3,500

Date: 4th January 2017 (7)

Satisfactory budgetary procedures are in place. The precept was agreed in full council and the precept decision and amount has been clearly minuted. The Clerk ensures the council are aware of responsibilities, commitments, forward planning and the need for adequate reserves. Budget papers are prepared to ensure councillors have sufficient information to make informed decisions.

Income controls

Precept and other income, including credit control mechanisms

All were found to be in order. Income controls were checked and income received and banked cross referenced with the Cash Book and bank statements.

Petty Cash

Associated books and established system in place

No Petty Cash is held.

Payroll controls

PAYE and NIC in place where necessary. Compliance with Inland Revenue procedures Records relating to contracts of employment

PAYE System in place: Yes

The Council continue to operate RTI in accordance with HMRC regulations. Regular payments have been made to HMRC and detailed payslips are produced.

Asset control

Inspection of asset register and checks on existence of assets

Cross checking on insurance cover

A separate asset register is in place. Values are recorded at cost value. The total value of assets are recorded at £14,280

Bank Reconciliation

Regularly completed and cash books reconcile with bank statements

All were in order. The bank statements reconciled with the end of year accounts and bank reconciliations for all accounts.

Reserves

General Reserves are reasonable for the activities of the Council

Earmarked Reserves are identified

The Council have adequate general reserves.

Contact details: 52 Parkway, Wickham Market, Suffolk, IP13 0SS

Tel: 07732 681125 Email: heather@heelis.eu

Heather Heelis Dip HE Local Policy PILCM Lynne Lodge Dip HE Local Policy Year-end procedures Appropriate accounting procedures are used and can be followed through from

working papers to final documents

Verifying sample payments and income

Checking creditors and debtors where appropriate.

End of year accounts are prepared on a Receipts & Payments Basis.

Sole Trustee

The Council has met its responsibilities as a trustee

The Council is not a sole trustee.

Internal Audit Procedures

The Council reviewed the effectiveness of the internal audit at a meeting held on

21 March 2018 (7)

The Internal Audit report was considered by the Council at a meeting held on 10

May 2017 (9).

Heelis & Lodge were appointed Internal Auditor at a meeting held on 1st

November 2017.

External Audit

The External Auditor's report was considered by the Council at a meeting held

on 6 September 2017 (7).

There were no matters raised by the External Auditor in relation to the 2016-

2017 External Audit.

Additional Comments/Recommendations

> The Annual Parish Council meeting was held on 10/5/2017, within the required timescale. The first item of business was the Election of Chairman, in accordance with Standing Orders.

> There are no additional comments/recommendations to make in relation to this audit.

> I would like to record my appreciation to the Clerk to the Council for her assistance during the course of the audit work

Heather Heelis Heelis & Lodge 25th April 2018

Contact details : 52 Parkway, Wickham Market, Suffolk, IP13 0SS

Tel: 07732 681125 Email: heather@heelis.eu