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Town Clerks Office
Mablethorpe & Sutton Town Council
Library & CAP
Stanley Avenue
Mablethorpe
Lincolnshire
LN12 1DP

28th March 2020.

To: The Chairman and all elected Members, Utterby Parish Council

Internal Audit Report.

I visited the Clerk's residence today in order to carry out an internal audit review covering the financial period 1st April 2019 to 31st January 2020.

For the purpose of audit and accounting practice, original submitted documents may now contain ticks, signatures or dates in green ink; this is common practice by internal / external auditors and is widely recognised and accepted as proper practice.

Items included in the scope of this intermediate audit:

- Assets / Asset Register
- Authorisation of Expenditure
- Bank Statements
- Budget: Expenditure / Monitoring
- Cashbook Entries
- Cheque Book Entries
- Financial Regulations
- Income
- Invoices
- Insurance
- Minutes
- Reconciliation
- Risk Register
- Salaries
 - PAYE
 - NI
 - Pension Requirements
- Standing Orders
- VAT

Items excluded from the scope of this audit:

None

General Notes

Policy: Financial Regulations now include changes in respect of contracts.

General Advice:

- Bank statements addressed to '*the Treasurer*' at PC level the title should be RFO;
- Unnecessary footnotes should be removed from Financial Regulations;
- Where minutes are altered (prior to signing) the Chairman should initial such alteration(s);

- There is no provision in the agenda or minutes (AGM) for the Chairman to sign a declaration of acceptance of office;
- There is no need to note the apologies of non-parish councillors within minutes;
- There is no ratification of acceptance of the reasons for non-attendance by elected Members submitting apologies within minutes.

Statement of Internal Audit

I am satisfied that the accounts and bank balances for this period are financially correct and that adequate and robust measures are in place and being utilised ensuring correct financial record keeping and best practice financial reporting to the Council.

The Parish Clerk & RFO should be congratulated for the effectiveness of the overall administration and keeping of and presentation of accurate, comprehensive and robust financial records on behalf of the Parish Council and commended for the enthusiasm and commitment to the role.

I wish to thank the clerk for the courtesy and assistance extended to me during this visit.

I have no reservations on issuing this annual statement of satisfaction in respect of the financial accounts and procedures for the financial period ending 31st January 2020.



Mr S Fletcher
IMO; Dip Ed (MA); CiLCA; MILCM; PSLCC

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Utterby 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.			✓

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

Name of person who carried out the internal audit

28/03/2020

STEVE FLETCHER

Signature of person who carried out the internal audit



Date

27/04/2020

*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).

**** F NO PETTY CASH ACCOUNT ** K NOT APPLICABLE.**