

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

8<sup>th</sup> April 2021.

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 1<sup>st</sup> April 2020 to 28<sup>th</sup> February 2021.

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 Note(s)**

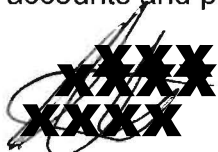
Potential changes in best practice methods in respect to the 'Internal Audit' regime are scheduled to be published in *Governance and Accountability or Smaller Authorities in England Practitioners Guide* during 2021.

## Statement of Internal Audit

From sample testing undertaken 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 praised for continued enthusiasm and commitment to the role.

I have no reservations on issuing this annual statement of satisfaction in respect of the financial accounts and procedures for the financial period 1<sup>st</sup> April 2020 to 28<sup>th</sup> February 2021

A stylized, handwritten signature in black ink, consisting of several overlapping 'X' shapes and loops.

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

**UTTERBY PARISH COUNCIL****Internal Audit Checklist: 6<sup>th</sup> April 2021.****Financial Period: 1<sup>st</sup> April 2020 to 28<sup>th</sup> February 2021.**

<b>CONTROL</b>	<b>TEST</b>	<b>Y/N</b>	<b>COMMENTS / RECOMMENDATIONS</b>
<b>Assets</b>	Asset Register	<b>Y</b>	Maintained by clerk.
	Updated	<b>Y</b>	As above
	Valuations	<b>Y</b>	Note: Assets should remain on asset register at purchase price
	Zero Balances	<b>n/a</b>	None
<b>Attendance (Register)</b>	Elected Members	<b>Y</b>	Evidenced in minutes
<b>Budget</b>	Process Followed	<b>Y</b>	Final budget 2019/20 agreed at full Council
	Reports to Council	<b>Y</b>	Evidence: Reported to full Council at meetings
	Variances	<b>Y</b>	None
<b>Cash Book</b>	Up to date	<b>Y</b>	Evidence: Reported to Council
	Balanced	<b>Y</b>	As above
	Discrepancies	<b>Y</b>	None
<b>Cash</b>	Records kept	<b>Y</b>	Evidence: Reported to Council
<b>Credit / Debit Card</b>	Records kept	<b>n/a</b>	Not applicable*
<b>Petty Cash</b>	Records kept	<b>n/a</b>	No petty cash account used
	Re-Imbursement	<b>Y</b>	Control measures in place
<b>Cheque Books</b>	Completed / countersigned	<b>Y</b>	Not Applicable
<b>Cancelled Cheques</b>	Procedure	<b>n/a</b>	Not Applicable
<b>Direct Debits / Credits</b>	Approved by Council	<b>n/a</b>	None
<b>Financial Regulations</b>	Updated / Approved	<b>Y</b>	Updated and approved 06.05.2020
<b>Quotations</b>	Lawfully sought	<b>Y</b>	Robust processes followed in line with legislation
<b>Income</b>	Promptly Banked	<b>n/a</b>	No income apart from precept
	Anticipated	<b>Y</b>	Evidenced in minutes (precept)
	Receipted	<b>Y</b>	Evidenced in bank statement
<b>Internal Auditor</b>	Appointment of	<b>Y</b>	Evidenced in minutes / financial regulations
<b>Payment Controls</b>	Invoices	<b>Y</b>	Evidenced in bank reconciliation folder
	Minuted	<b>Y</b>	Evidenced in minutes

	VAT Payments	Y	VAT Payments are offset against reclaims
	VAT Reclaimed	Y	VAT claimed
	S. 137	Y	A separate record of section 137 spend is recorded
<b>Payroll</b>	In House	Y	HMRC on-line payroll system used
	Salaries Approved	Y	Evidenced in Council minutes and payment schedules signed
	PAYE / NI Correct	Y	Calculated using HMRC on-line payroll system
	Pension Contributions	n/a	Clerk opted out of scheme offered
	Cllr Allowances/Expenses	n/a	None
<b>Reconciliation</b>	All Accounts	Y	Evidenced in bank reconciliation. Excellent cross referencing.
	Up to date	Y	As above
	Balanced to statements	Y	As above
<b>Risk Management</b>	RM Policy Approved	N	Under Review – to be checked at a future audit
	Unusual Activities	N	n/a
	Insurance Cover	Y	Evidence: Minutes refer. Policy expiry date 31 <sup>st</sup> May 2021.
	Reviewed (Annually)	Y	As above
	Controls	n/a	n/a
<b>Standing Orders</b>	Updated / Approved	Y	Updated and approved 06.05.2020
<b>Internal audit 2019/20</b>	Accounts Agree	Y	Evidenced in bank reconciliation. Excellent cross referencing.
	Audit trail Adequate	Y	Excellent Audit trail; financial records / documents supplied



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