

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

29th March 2022

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 2021 to 28th February 2022.

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 Advice / Notes

None

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 have no reservations on issuing this annual statement of satisfaction in respect of the financial accounts and procedures for the financial period ending 28th February 2022.

I will have no hesitation in completing the AGAR certificate for Utterby Parish Council in due course.


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Mr S Fletcher

IMO; Dip Ed (MA); CiLCA; MILCM; PSLCC; FiLCA

UTTERBY PARISH COUNCIL**Internal Audit Checklist: 26th March 2022.****Financial Period: 1st April 2021 to 28th February 2022.**

CONTROL	TEST	Y/N	COMMENTS / RECOMMENDATIONS
Assets	Asset Register	Y	Maintained by clerk. Reviewed April 2021
	Updated	Y	As above
	Zero Balances	n/a	None
Attendance (Register)	Elected Members	Y	Evidenced in minutes
	Completed DPI forms	Y	Evidenced in folder
Budget	Process Followed	Y	Final budget 2020/21 and 2022/23 agreed by Council
	Reports to Council	Y	Evidence: Reported to full Council at meetings
	Variances	Y	None
Cash Book	Up to date	Y	Evidence: Reported to Council
	Balanced	Y	As above
	Discrepancies	N	None
Cash	Records kept	Y	Evidence: Reported to Council
Credit / Debit Card	Records kept	n/a	Not applicable
Petty Cash	Records kept	n/a	No petty cash account used
	Re-Imbursement	Y	Control measures in place
Cheque Books	Completed / countersigned	Y	
Cancelled Cheques	Procedure	n/a	Not Applicable
Direct Debits / Credits	Approved by Council	n/a	None
Financial Regulations	Updated / Approved	Y	Reviewed 2022
Income	Promptly Banked	n/a	No income apart from precept
	Anticipated	Y	Evidenced in minutes (precept)
	Receipted	Y	Evidenced in bank statement
Internal Auditor	Appointment of	Y	Evidenced in minutes / financial regulations
Payment Controls	Invoices	Y	Evidenced in bank reconciliation folder
	Minuted	Y	Evidenced in minutes
	VAT Payments	Y	VAT Payments are offset against reclaims – evidenced in folder
	VAT Reclaimed	Y	VAT claimed

	S. 137	Y	A separate record of section 137 spend is recorded
Payroll	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
Reconciliation	All Accounts	Y	Evidenced in bank reconciliation. Excellent cross referencing.
	Up to date	Y	As above
	Balanced to statements	Y	As above
Risk Management	RM Policy Approved	N	Under Review – to be checked at a future audit
	Unusual Activities	N	n/a
	Insurance Cover	Y	Evidence: Minutes refer and certificates provided.
	Reviewed (Annually)	Y	As above
	Controls	n/a	n/a
Standing Orders	Updated / Approved	N	Reviewed May 2021
Internal audit 2020/21	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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