

## **Litton Parish Council**

### **Independent Internal Auditors Report for 31<sup>st</sup> March 2015**

#### Introduction

The internal audit took place on the 15<sup>th</sup> May 2015. I have carried out an internal audit of the Council's records in accordance with the Council's requirements and under the guidelines of Governance and Accountability for Local Councils 2014.

This work has been carried out on a sample basis so as to provide an assessment of compliance with the relevant policy and controls that are expected to be in operation during the above financial year. The audit has covered the work carried out by the Clerk to the Council in the execution of her duties ensuring that all relevant regulations have been met and the Council's resolutions have been carried out in a proper and timely manner.

#### Audit

The following areas were subject to inspection.

- Observance of Financial Regulations
- Observance of Standing Orders
- Operation and Reconciliation of Bank Accounts
- Cash Book Receipts and Payments
- Invoices received
- Value Added Tax Refunded
- Preparation of Receipts and Payments Account
- Council Minutes, Resolutions and Authorised Payments
- Fixed Assets
- Risk Assessment
- Adequacy of Insurance Cover
- Payroll Records and Clerks Expenses
- Precept requirement and Budget
- Adequacy of Council Reserves
- Annual Return this year
- Annual Return last year with Internal Auditors Report

#### Outcome

My inspection of the Council's records for the year ended 31<sup>st</sup> March 2015 found the following area for concern.

Financial Regulations – Financial Regulations have not been reviewed by the Council in the financial year. These should be reviewed annually for current needs and procedures and that financial management is adequate.

Risk Assessments - Risk Assessments were not presented to Council for review/approval in the financial year.

Fixed Assets - Fixed Asset register was not presented to Council for review / approval in the financial year.

15<sup>th</sup> May 2015

I conclude that on condition of the aforementioned matters that Litton Parish Council's system of internal control meets the needs of the Council to a good standard.

Joanne Taylor  
Ain Moor House, Main Road, Stretton, Derbyshire DE55 6EW

15<sup>th</sup> May 2015

## **Litton Parish Council**

### **Internal Auditors report to the Clerk**

Hi Gill,

I have carried out your Council's internal audit. There are a couple of actions I would like to recommend to you, but would not raise concern to be mentioned in the audit report.

#### **Minutes**

- Minutes must record a bank reconciliation, approval and signature

#### **General**

- Financial Regulations require an annual review and approval by the Council.
- Although Risk Assessments are in place these must be presented to the Council for an annual review and recorded in the minutes.
- The Asset Register must be presented to the Council for an annual review and recorded in the minutes.

If you have any questions please do not hesitate to contact me.

Kind regards

Jo

15<sup>th</sup> May 2015