

YEAR END AUDIT
Crowhurst Parish Council 2016-17

INTERNAL CONTROL	SUGGESTED TESTING	YES/NO	COMMENT
Proper Bookkeeping	<ul style="list-style-type: none"> • Is the cashbook maintained an up to date? • Is the cashbook arithmetic correct? • Is the cashbook regularly balanced? 	<p>Yes Yes Yes</p>	
<p>a) Standing orders and financial regulations adopted and applied; and</p> <p>b) Payments controls</p>	<ul style="list-style-type: none"> • Has the council formally adopted standing orders and financial regulations? • Have items or services above the deminimis amount been competitively purchased? • Are payments in the cashbook supported by invoices, authorised and minuted? • Has VAT on payments been identified, recorded and reclaimed? • Is s137 expenditure separately recorded and within statutory limits if applicable? • Has the Council got GPC? 	<p>Yes N/A Yes Yes N/A No</p>	<p>Random sample checked</p>
Risk Management arrangements	<ul style="list-style-type: none"> • Does a review of the minutes identify any unusual financial activity? • Do the minutes record the council carrying out an annual risk assessment? • Is insurance cover appropriate and adequate? • Are internal financial controls documented and regularly reviewed? 	<p>No Yes Yes Yes</p>	
Budgetary Controls	<ul style="list-style-type: none"> • Has the council prepared an annual budget in support of its precept? • Is actual expenditure against the budget regularly reported to the council? • Are there any significant unexplained variances from budget? 	<p>Yes Yes No</p>	
Income Controls	<ul style="list-style-type: none"> • Is income properly recorded and promptly banked? • Are security controls over cash and near-cash adequate and effective? 	<p>Yes Yes</p>	
Petty Cash Procedures	<ul style="list-style-type: none"> • Is all petty cash spent recorded and supported by VAT invoices/receipts? • Is petty cash expenditure reported to each council meeting? • Is petty cash reimbursement carried out regularly? 	<p>Yes Yes Yes</p>	<p>There is no cash held</p>
Bank Reconciliation	<ul style="list-style-type: none"> • Is there a bank reconciliation for each account? • Is a bank reconciliation carried out regularly and in a timely fashion? 	<p>Yes Yes</p>	<p>Every quarter and signed by Chair</p>

	<ul style="list-style-type: none"> • Are there any unexplained balancing entries in any reconciliation? • Is the value of investments held summarised on the reconciliation? 	No N/A	
Payroll Controls	<ul style="list-style-type: none"> • Do all employees have contracts of employment with clear terms and conditions? • Do salaries paid agree with those approved by the Council? • Are other payments to employees reasonable and approved by the Council? • Have PAYE/NIC been properly operated by the council as an employer? 	Yes Yes Yes Yes	
Assets Controls	<ul style="list-style-type: none"> • Does the council maintain a register of all material assets owned or in its care? • Are the assets and investments registers up to date? • Do asset insurance valuations agree with those in the asset register? 	Yes Yes Yes	
Year-end procedures	<ul style="list-style-type: none"> • Are year-end accounts prepared on the correct account basis? (R&P/I&E) • Do accounts agree with the cashbook? • Is there an audit trail from underlying financial records to the accounts? • Where appropriate, have debtors and creditors been properly recorded? 	Yes Yes Yes Yes	
Transparency	<ul style="list-style-type: none"> • Evidence of transparency of Council activities and expenditure 	Yes	

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Signed:.....

8/05/2017

Date:.....

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