

## DERBYSHIRE ALC INTERNAL AUDIT RECOMMENDED CHECKLIST FOR YEAR ENDING 31 MARCH 2019

Name of Council	Repton	Name of Clerk	Caroline Crowder
No. of councillors	11	Name of RFO (if different)	Caroline Crowder
Quorum	4	Precept	£39,903
Electorate	2000	Gross budgeted income	

Documents to be provided to show evidence of:

1. Book Keeping				Comments
1.1	Ledger maintained and up to date?	Yes		Computerised system for Parish Councils
1.2	Arithmetic correct?	Yes		
1.3	Evidence of Internal Control?	Yes		
1.4	VAT evidence, recording and reclaimed?	Yes		VAT for period 01/04/18-31/12/18 seen and submitted 30.01.19
1.5	Payments in ledger supported by invoices, authorised and minuted? (see schedule)	Yes		
1.6	S137 separately recorded and within limits?	Yes		
1.7	S137 expenditure of direct benefit to electorate?	Yes		

2. Due Process				Comments
2.1	Standing Orders adopted since 2018 (GDPR update)?	Yes		New Model Standing Orders issued by NALC adopted 11.06.19 Min 2536/18 and Min 2551/18
2.2	Standing Orders reviewed at annual meeting?	Yes		Reviewed 14.05.18. min 2508/18
2.3	Financial Regulations adopted?	Yes		Reviewed Jan 19. Min 2680/19
2.4	FRs properly tailored to council?	Yes		
2.5	Equal Opportunities policy adopted?	Yes		Reviewed 11.06.18 Min 2537/18
2.6	RFO appointed?	Yes		The Clerk
2.7	List of member interests on website?	Yes		Seen on website
2.8	Agendas signed, informative and displayed with 3 clear days' notice	Yes		
2.9	Purchase orders raised for all expenditure?	Yes		Order reflects the size of the PC, no formal order pad in place, Orders placed for larger items of expenditure
2.10	Purchasing authority defined in FRs?	Yes		FR 3.4, limit set at £500
2.11	Legal powers identified in minutes and/or cashbook?	Yes		Min 2523/18 provision of bus shelter used S4(2) LG (Misc Provisions) Act 1953 and Public Health Act 1936 s87 for payment relating to the public toilets 12.11.18 Min 2633/18c
2.12	All Committee terms of reference exist and have been reviewed?	Yes		Only Finance Committee, which all Cllrs are members
2.13	Minutes and agendas for council and committee meetings for past year on website?	Yes		Seen agenda and minutes on the website
2.14	Council contact details and councillor information available online?	Yes		Seen on website

2.15	Privacy Policy on website?	Yes		Seen privacy policy and cookies policy
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<b>3. Risk Management</b>				<b>Comments</b>
3.1	Does scan of minutes reveal any unusual activity?		No	Evidence of advice being sort regarding borrowing for the building of the new Village hall, from DALC, legal advice and Public Works Loan
3.2	Annual risk assessment carried out?	Yes		Risk assessments reviewed 09.07.18
3.3	Insurance cover appropriate and adequate?	Yes		Reviewed 14.05.18, Min 2511/18 c), cover discussed
3.4	Evidence of annual insurance review?	Yes		Reviewed 14.05.18, Min 2511/18 c)
3.5	Internal financial controls documented and evidenced?	Yes		FR seen
3.6	Minutes initialled, each page identified and overall signed?	Yes		All initialled and signed & dated at the end
3.7	Regular reporting and minuting of bank balance?	Yes		Each monthly set of minutes shows the bank balances which can be matched to the bank statements
3.8	S137 expenditure minuted?	Yes		Min 2523/18 May 18

<b>4. Budget</b>				<b>Comments</b>
4.1	Annual budget to support precept?	Yes		Finance Committee meeting 26.11.18
4.2	Has budget been discussed and adopted by council?	Yes		December 18
4.3	Any reserves earmarked?	Yes		Finance Committee 26.11.18. £20,000 for the Cross, £1,000 towards a concrete table tennis table
4.4	Any unexplained variances from budget?		No	Variance report presented to Finance committee meeting 26.11.18
4.5	Precept demand correctly minuted?	Yes		Min 2657/18 10.12.18 Band D = £35.82 per household. Precept for 18/19 = £41,443

<b>5. Payroll – Clerk</b>				<b>Comments</b>
5.1	Contract of employment?	Yes		
5.2	Tax code issued / contracted out?	Yes		Salary slips seen
5.3	PAYE / NI evidence?	Yes		Salary slips seen
5.4	Has council approved salary paid?	Yes		10.12.18 – Min 2662/18
5.5	Pension provision in place or legal opt out?	Yes		Opted out
5.6	Other payments reasonable and approved by council?	Yes		

<b>6. Payroll – Other</b>				<b>Comments</b>
6.1	Contract of employment for other staff?			N/A, Clerk only employee
6.2	Does council have public liability cover?			
6.3	Tax code(s) issued?			
6.4	Minimum wage paid?			
6.5	Grievance and disciplinary procedure in place?			

<b>7. Asset Control</b>				<b>Comments</b>
7.1	Does council keep a register of all material assets owned?	Yes		List seen

7.2	Is asset register up to date?	Yes		Asset register seen, value £243,135, all assets up to 31.03.19 included Last reviewed Min 2523/18 g)
7.3	Value of individual assets included?	Yes		
7.4	Inspected for risk and H & S?	Yes		

8. Bank Reconciliations				Comments
8.1	Is there a bank reconciliation for each account?	Yes		
8.2	Reconciliation carried out on receipt of statement?	Yes		
8.3	Any unexpected balancing entries in any reconciliation?		No	

9. Year End Procedures				Comments
9.1	Year-end accounts prepared on correct accounting basis?	Yes		
9.2	Bank statements and ledger reconcile?	Yes		
9.3	Underlying financial trail from records to presented accounts?	Yes		
9.4	Where appropriate, debtors and creditors properly recorded?			Not appropriate, cash accounting
9.5	Has council agreed, signed and minuted sections 1 & 2 of the annual return?			Internal audit completed before annual return submitted to the Council
9.6	If claimed exemption from external audit last year, was this correctly declared?		No	No exemption claimed
9.7	Are past 5 years of annual returns available online?		No	Could only see the accounts for 2017/18
9.8	<b>Public rights provision in line with regulations for last year? (relevant 2020 onwards)</b>	Yes		

10. Miscellaneous				Comments
10.1	Have points raised at the last audit been addressed?	Yes		Comments of internal and external auditors noted in the minutes
10.2	Has the council adopted a Code of Conduct since July 2012?	Yes		Reviewed 9.07.18 Min 2564/18
10.3	Is eligibility for General Power of Competence properly evidenced?	N/A		Not adopted the GPC
10.4	Are all electronic files backed up?	Yes		
10.5	Does the council have a website or use of a website?	Yes		
10.6	Do arrangements for public inspection of council's records exist?	Yes		
10.7	Is there a complaints procedure in place?	Yes		Reviewed 9.11.18. Min 2632/18
10.8	Is there a training record?	Yes		Training record has been established

11. Charities				Comments
11.1	Charities reported and accounted separately	Yes		
11.2	Have the Charity accounts been independently audited?		No	No evidence the charities have been independently examined/audited
11.3	Have the Charity accounts and Annual Return been filed within the legal time limits	Yes		Annual Return filed 22.10.18 (Rec Ground) and 31.10.18 (Village Hall)

12. Burial Authorities				Comments
12.1	All money received corresponds with the number of burials/cremations recorded and memorial permits issued?	Yes		
12.2	Are fees levied in accordance with the Council's approved scale of fees and charges?	Yes		
12.3	Have all statutory books been kept safe and up to date? If electronic copies are held, are these backed up regularly?	Yes		
12.4	Do all interment of ashes have a certificate of cremation?	Yes		

12.5	Have the necessary permits and permissions and transfer of EBR, been completed correctly, documented and approved?	Yes		
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<b>Transaction Spot Check</b>						
Check No	1	2	3	4	5	6
Ledger date	09.04.18	12.11.18	14.05.18	12.11.18	14.01.19	11.03.19
Item/Budget heading			S137	S137		
Ref/cheque no.	002752	002796	002763	002802	002819	002827
Order minute ref	None	none	None	None	None	
Delivery evidence	invoice					
Payment minute ref	2496/18 c)	2633/18c)	2520/18 following agreement made 2270/17	Min 2633/18c	Min 2683/19 c)	Min 2727/19c
Invoice value	£223.57	£2,550.00	£991.73	£300.00	£3300.00	£99,227.66
Minute value	£223.57	£2,550.00	£991.73	£300.00	£3300.00	£99227.66
Cheque value	£223.57	£2,550.00	£991.73	£300.00	£3300.00	£99227.66
Statement value						
Timely payment	Yes	yes	Yes	Yes	Yes	Yes
VAT recorded	Yes £37.26	No VAT not registered	No VAT as Donation to bus shelter to Willington PC	No VAT as donation	Yes £550	No Vat
S137 recorded in ledger			£991.73	£300.00		
S137 minuted			Yes 2520/18 + 2523/18 c) (May 18)	Yes Min 2633/18c		
Notes			S137 used but NALC advice provides power under Local Government (Misc Provisions) Act 1953 S4(2)			Payment to Repton Village Hall Company

Additional notes

Public Works Loan taken out 21<sup>st</sup> January 2019 for £415,000.00. Actual amount received = £414,854.75  
This is for 25 years at 2.57%. Half yearly annuity is £11,301.39. Payments to be made on 10<sup>th</sup> April and 10<sup>th</sup> October

Allotments are inspected May 2018, Min 2511/18

May 18 – s137 payments scheduled

## Any further comments

Internal audit carried out by	(signed)	(print)
Audit type (delete as appropriate)	Interim	Annual X
Date	23.05.19	

For auditor's use only	
Section 4 of Annual Return Form completed and signed	23.05.19
Report/letter sent to council	23.05.19
Copy of internal auditor's report sent to Derbyshire ALC	

*NB – It is recommended that all Internal Auditors carry their own insurance cover.*