

Bradford Abbas Parish Council Internal Control Objective			Yes	No	Not Covered	Comments
A	Appropriate accounting records have been properly kept throughout the financial year	1) Is cash book maintained and up to date?	✓			
		2) Is cash book mathematically correct?	✓			
		3) Is cash book regularly balanced?	✓			
B	This authority complied with its financial regulations, payments were supported by invoices all expenditure was approved and VAT was appropriately accounted for:	1) has Council formally adopted standing orders and financial regs	✓			
		2) has responsible Financial Officer been appointed with specific duties?	✓			Clerk/RFO role
		3) have several quotes been obtained where appropriate?	✓			
		4) are payments supported by invoices, authorised and minuted?	✓			
		5) has VAT on payments been correctly recorded and reclaimed?	✓			
		6) is Section 137 expenditure recorded and within limits?	✓			
C	This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	1) Do minutes identify unusual activity?	✓			
		2) Do minutes show Council carried out annual assessment?	✓			
		3) Is insurance cover appropriate and adequate?	✓			
		4) Are internal financial controls documented & regularly reviewed?	✓			
D	The precept or rates requirement resulted from an adequate budgetary process; progree against budget was regularly monitored; and reserves were appropriate	a) Has Council prepared annual budget in support of precept?	✓			
		b) Is expenditure against the budget regularly reported to Council?	✓			
		c) Are there any significant unexplained variances from the budget?	✓			

E Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for	a) Is income properly recorded and promptly banked? b) Does precept shown in books agree with notification from Local authority? c) Are security controls over cash adequate? d) Is VAT correctly reserved in books?	✓ ✓ ✓ ✓			
F Petty Cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for:	a) Is all cash spent recorded and supported by valid VAT receipts? b) Is petty cash reimbursement carried out regularly?		NA NA		
G Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	a) Do salaries paid agree with those approved by Council? b) Has PAYE/NIC been properly calculated and paid to HMRC?	✓ ✓			
H Asset and investments registers were complete and accurate and properly maintained.	a) Does the Council keep an asset register? b) Is the register up to date? c) Do asset values reflect the cost? - i.e. book value	✓ ✓ ✓			
I Period and year-end bank account reconciliations were properly carried out.	a) Is there reconciliation for each account & carried out regularly? b) Are there unexplained balances on the reconciliation?	✓	N/A		
J Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	a) Are accounts prepared on correct basis & agree with books? b) Is there an audit trail for financial records?	✓ ✓			

K	Trust Funds (including charitable)- The Council met its responsibilities as a trustee.	If applicable has the PC met these requirements?	✓			
L	Transparency Code- Has the authority met the transparency regulations:	Information to be published				
		a) all items above £100	✓			
		b) end of year accounts	✓			
		c) annual governance statement	✓			
		d) internal audit report	✓			
		e) list of Council members responsibilities	✓			
		f) details of public land and building assets	✓			
		g) minutes, agendas and meeting papers of formal meetings	✓			
	General comments	Accounts in good order, queries answered in full				
	Internal Auditor	Mrs Michele Harding	Date		15th May 2019	