

# Minster Lovell Parish Council Internal Audit Report 2018



28 June 2018 at 09:52:

(to be read in conjunction with the attached Internal Audit Observations)

	Internal Control Objective	Observation	Internal Audit Response
A	<i>Appropriate accounting records have been kept properly throughout the year.</i>	The Council maintains its accounts using a manual cashbook. The records reviewed were found to be well maintained	Yes
B	<i>This smaller authority met its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.</i>	The Council has in place a set of Financial Regulations which were subject to review by Council on 15th May 2017. A sample of bank payments was selected, in all cases it was possible to trace the original supporting vouchers which had been appropriately approved.	Yes
C	<i>This smaller authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.</i>	The Council maintains a Risk Register which was subject to review by Council on 15th May 2017	Yes
D	<i>The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.</i>	The Council set the precept at a meeting held on 20th November 2017. <b>The Council should refer to the attached Internal Audit Observations</b>	Yes

	Internal Control Objective	Observation	Internal Audit Response
E	<i>Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.</i>	The Council receives a limited amount of income other than in the form of allotment income, precept and grants. The Council is not VAT registered and does not make VATable supplies.	Yes
F	<i>Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.</i>	The Council does not maintain a petty cash	N/A
G	<i>Salaries to employees and allowances to members were paid in accordance with this smaller authority's approvals, and PAYE and NI requirements were properly applied.</i>	The Council operates a PAYE scheme. Payroll is processed using HMRC Tools payroll software. There were no payments to HMRC in respect of PAYE or N.I. during the year . <b>The Council should refer to the attached Internal Audit Observations</b>	Yes
H	<i>Asset and investments registers were complete and accurate and properly maintained.</i>	The Council maintains an asset register which was subject to review on 15th May 2017. <b>The Council should refer to the attached Internal Audit Observations</b>	Yes
I	<i>Periodic and year-end bank account reconciliations were properly carried out.</i>	The Council has not undertaken regular reconciliations to agree the cashbook to bank statements. <b>The Council should refer to the attached Internal Audit Observations</b>	No

	Internal Control Objective	Observation	Internal Audit Response
J	<i>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.</i>	The Council reports on an Income and Expenditure basis. <b><i>The Council should refer to the attached Internal Audit Observations</i></b>	Yes
K	<i>Trust funds (including charitable) – The council met its responsibilities as a trustee.</i>	The Council does not act as Trustee	N/A

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28 June 2018