

Annual internal audit report 2016/17 to

Enter name of
smaller authority here:

THEBRIDGE PARISH COUNCIL

This smaller authority's internal audit, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ended 31 March 2017.

Internal audit has been carried out in accordance with this smaller authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this smaller authority.

Internal control objective	Agreed? Please choose only one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been kept properly throughout the year.	✓		
B. This smaller authority met its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This smaller authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.		✓	
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.		✓	
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			✓
G. 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.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.		✓	
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
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.	✓		
K. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this smaller authority adequate controls existed (list any other risk areas below or on separate sheets if needed)

THERE WERE ONLY TWO SIGNATORIES TO THE BANK ACCOUNT. TWO ARE REQUIRED FOR ANY THIRD PARTY TRANSACTION. A THIRD HAS NOW BEEN APPOINTED

Name of person who carried out the internal audit: KATHY BEECHEN MAAT

Signature of person who carried out the internal audit: *Kathy Beechen* Date: 31/03/17

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, internal audit must explain why not (add separate sheets if needed).

Thelbridge Parish Council Internal Audit 2016-17

The following are findings as a result of an audit of the internal financial controls for Thelbridge Parish Council for the year 2016-17.

Objective C – Assessment of Risks (not agreed)

The Authority has not assessed significant risks. There is no evidence of any consideration of financial risks or the management of those risks. However, with regard to signatories to the bank account, it is noted that although two approved signatories are required for third party bank transactions but there were only two approved signatories during 2016-17 but a mandate change is in hand to appoint a third signatory.

It is understood that financial controls, appropriate to the size of the Authority will be considered during the year 2017-18

Objective D – Budget (not agreed)

The Authority did not set a budget for 2016-17 so this could not be monitored during the year. A budget and reserves policy will be determined at the full council meeting on 10th May 2017.

Objective F – Petty Cash (not covered)

The Authority does not hold petty cash.

Objective H – Asset Register (not agreed)

It is believed that no assets are held, but research will be conducted during 2017-18 to ascertain whether the Authority has any assets.

Kathy Beechen MAAT for

Kathy Beechen Accountancy Services

31 March 2017