



CROMHALL PARISH COUNCIL INTERNAL AUDIT

Year ending 31st March 2019

FINANCE			Comments
Confirm that the Parish Council has adopted and recently reviewed Financial Regulations	<i>Check that there are a set of Financial Regulations (in addition to those in the Standing Orders).</i> <i>Check the date of their adoption and that there was a record made in the minutes</i> <i>Check that the most recent review date was within the current financial year</i>		Adopted of 9 th May 2018. Copy on website.
Check that the council's Financial Regulations are being routinely followed by tracking some sample payments You will be provided with all invoices, receipts, bank statements, cheque stubs, receipt books and petty cash (vouchers and reconciliation) in order to do this.	<i>Chose an appropriate number of sample payments made at different times throughout the financial year and track them from resolution in the minutes through to the payments being made</i>		<p>The following payments were checked and tracked. SLCC – Membership, cheque No 1441, dated 9th May 2018.</p> <p>St Andrews School, grass cutting, cheque No 1453, dated 22nd Sept 2018.</p> <p>SGC Localism charge, cheque number 1481 dated 13 March 2019.</p>
All payments are recorded in the (bi)monthly financial statement, reported by the RFO & minuted	<i>Check the minutes</i> <i>Compare the bank statement against (bi)monthly financial statement to council</i>		Checked and all found in order.
All items of expenditure over £100 are listed on the councils website	<i>a. date the expenditure was incurred,</i> <i>b. summary of the purpose of the expenditure</i> <i>c. amount</i> <i>d. Value Added Tax that cannot be recovered.</i>	Website Transp. Code	Information uploaded onto the website annually with the year-end financial accounts.

FINANCE cont.			Comments
Confirm that each payment has been signed by two councillors, who also initialled the cheque stub & that the cheque signing councillors also initial the invoice	<i>Adapt to the Local Councils own practices as detailed in their Financial Regulations e.g. electronic banking must have adequate controls comparable to the two signature rule</i>		Cheque stubs are not always initialled, however payments in the financial statement/bank reconciliations presented at meetings are initialled.
Confirm all section 137 expenditure meets the guidelines & does not exceed the annual per elector limit	<i>You will need to check the number of the electors in the parish and times this figure by the annual financial limit - 2018-19 is £7.86 per elector</i>		600 on electoral roll. Total payments during year were £2,944.00.
Confirm that quarterly checks of the accounts are made by a councillor not on the finance committee / group	<i>Check the minutes to ensure this was recorded and reported / minuted at a council meeting</i>		Quarterly checked completed
Check the statement of accounts according to the format included in the Annual Return form. Check that the statement of accounts was approved and signed by the Responsible Financial Officer and the Chairman of the meeting approving the statement of accounts.	<i>The statement of accounts should be accompanied by: a) a copy of the bank reconciliation for the relevant financial year, b) an explanation of any significant variances (e.g. more than 10-15 percent, in line with proper practices) in the statement of accounts for the relevant year and previous year c) an explanation of any differences between 'balances carried forward' and 'total cash and short-term investments', if applicable.</i>	Website Transp. Code	Yes. All documents for 2017/18 on website.

FINANCE cont.			Comments
Check the Annual Governance Statement	<i>According to the format included in the Annual Return</i>	Website Transp. Code	Last return noted on website was for the financial year ending 31 st March 2018.
Review the Assets Register and insurance policies, confirm renewal has taken place (i.e. paid) & make a note of each coverage limit	<ul style="list-style-type: none"> • <i>Public liability</i> • <i>Employers liability</i> • <i>Council assets</i> • <i>Fidelity Guarantee Insurance (To cover employee dishonesty)</i> 		Asset Register dated 13 th March 2018.
Check the details of public land and building assets	<i>a) description (what it is, including size/acreage), b) location (address or description of location), c) owner/custodian, e.g. the authority or board manages the land or asset on behalf of a local charity, d) date of acquisition (if known), e) cost of acquisition (or proxy value), and f) present use.</i>	Website Transp. Code	Yes. All information all required information held within the Asset Register.

PROCESSES			Comments
Confirm that the Parish Council's Standing Orders have been reviewed within the last 12 months	<i>Check the date of adoption. Also that the last review date is within the past year and recorded in the minutes</i>		Adopted July 2012, reviewed and adopted 9 th May 2018
Check the draft minutes of the last meeting(s) are on the council's website Check that the minutes of previous meetings are the approved version and that the draft copies have been removed		Website Transp. Code	Draft minutes of April 24 th on website. There is no way of confirming that minutes displayed on the website are approved. As with the draft minutes these should be "watermarked" confirmed that they have been approved.
Check that agendas for meetings are published (bi)monthly and giving 3 clear days' notice	<i>The agenda currently on the website may be for a past date - as long as it is not more than a week older than when the last meeting took place, it still demonstrates routine posting</i>	Website Transp. Code	Checked on website and found to display 3 plus days' notice,
Confirm that the Parish Council is compliant with the Data Protection Act 1998 and that plans are being put in place to comply with GDPR 2018	<i>Check that there is a policy document and resolution to comply recorded in minutes</i>		Data Policy, Privacy Notice on website
Confirm that the Parish Council is compliant with the Freedom of Information Act 2000	<i>Check resolution to comply recorded in minutes Check the log of FOIs received and date responded to within the deadline</i>		No requests made with the financial year
Review the Risk Assessment and Management Scheme	<i>Check the last review date is within the past year and recorded in the minutes</i>		Copy on website. Last reviewed 24 th April 2019. Minute ref: 4/2019.6e
Confirm that regular backups of electronic records are made monthly and an archive copy kept in a second remote location i.e. Cloud, external hard drive and /or that duplicate hard copies of records are kept at an additional remote location.	<i>Website and email passwords in a sealed envelope and retained by the Chairman is recommended and or "The Chairman's Box" containing duplicate copies of the councils key documents and deeds.</i>		Regular backup made. Copy or passwords etc. held by Chairman.
Confirm the publication scheme		Website	Yes

COUNCILLORS			Comments
Check the publication of councillor's contact details	<i>Full home addresses are not compulsory but councillors must be available to be contacted directly by the public by email and/or phone Separate council email addresses are preferable to personal email addresses</i>	Website Transp. Code	Yes on website displaying Councillors names and contact telephone numbers.
Check that positions that councillors hold on the council are published	<i>i.e. Chairman, Vice Chairman etc.,</i>	Website Transp. Code	This can be accessed via a link from the Councils page on the Village website to Sth Glos Councils website.
Check the register of member's interests / Declaration of Interest forms	<i>Confirm that the register of member's interests has been reviewed within the last 12 months and the Principle Authority informed of any amendments</i>	Website & UA website Transp. Code	SGC website showing 7 members against 5 on Cllrs contact list. (Alexandra Gent & Keith White) The Clerk has previously asked for this information to be removed.
Check that representation on external local public bodies (if nominated to represent the council) of each councillor is published		Website Transp. Code	None recorded although agendas and minutes record that Councillors stand on a number of external bodies. This information should be included on the website alongside Cllrs details.

EMPLOYEES			
Check that the Clerk and Responsible Financial Officer have signed contracts of employment	<i>The RFO may also be the Clerk. The Clerk must be on PAYE and cannot be self-employed i.e. invoicing the council for service provided.</i>		Yes
Check that all employees have contracts of employment.			No other employees
<i>Check the contracts of employment and PAYE records</i>	Confirm that all employees are being paid at correct rate (in accordance with contracts/national living wage/timesheets), with all tax and NI compliance.		Yes
<i>Check that the council has a pension provider. Check whether employees are eligible or entitled to join the pension scheme or whether they have opted out of the scheme</i>	Check the council's pension arrangements and that contributions are made in accordance with auto enrolment or contractual obligations		The Clerk is below the required threshold.
Ensure that pay rises (if any) are agreed and minuted at the relevant meeting	<i>Check the contracts of employment to ascertain whether JNC recommended pay rises are offered. Even if they are, as pay rises are an additional disbursement from public funds they should be agreed at a council meeting and minuted.</i>	Check the minutes	Minuted on 9 th May 2018, minute ref 10f.

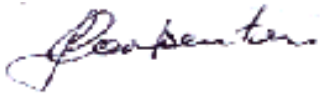
Conclusion of Internal Audit on Cromhall Parish Council.

Acting Independently. I have carried out an Internal Audit of the policies and practices of Cromhall Parish Council. In order to enable positive response by the relevant assertion in Section 2 of the Annual Return for the year ending 31st March 2019.

I have carried out the checks detailed in this report, in order to provide assurance that the Parish Council's systems of internal control, assessment of risk and financial management and accounting are in place and that they are adequate in protecting the use of public money.

Name: James Carpenter (Clerk & RFO for Falfield Parish Council)

Signed:

A handwritten signature in dark ink, appearing to read 'J. Carpenter', written over a faint horizontal line.

Date: 9th May 2019

parish.clerk@falfieldparishcouncil.org.uk