

Tredington Parish Council

Internal Audit Report 2016/17

1. Introduction

The Internal Audit has been undertaken with reference to Section 4 of the Annual Return 2016/17 and also appendix 9 of the publication *Governance and Accountability for Local Councils*. The Clerk Mrs Dionne Sambrook is thanked for her assistance with the audit.

The opinion formed during the audit is based on the evidence provided at audit in the form of documents, accounts, receipts, statements etc. in addition to consultation with the Clerk. No assumptions are made if audit evidence is not available. It was noted that the previous internal and external audit reports were considered by the Parish Council in May and September 2016 respectively.

2. Area covered	Observations
1. <i>Proper Accounting Records</i>	<ul style="list-style-type: none"> • Accounts are maintained on a spreadsheet. • The Council operated two bank accounts. • All payments and receipts were found to be correct and supported by documentation. <p><i>Recommendation: Review banking arrangements to ensure appropriateness of having two bank accounts</i></p>
2. a) <i>Financial Regulations</i> b) <i>Payment controls</i>	<ul style="list-style-type: none"> • In July 2016 the Council has updated the HSBC bank mandate to include current Council members only. <p><i>Recommendation: Review the mandate annually</i></p> <ul style="list-style-type: none"> • Clerk and Councillors initial invoices prior to payment.
3. <i>Risk management arrangements</i>	<ul style="list-style-type: none"> • Last review date in May 2017 • Premium paid to Zurich £687 <p><i>Recommendation: Confirm insurance cover is adequate</i></p>

Conclusion

The Financial Statements including bank balances held at HSBC were reviewed and found to be accurate and complete for the year and at 31 March 2017.

23 May 2017

K J Dunn