

Annual Internal Audit Report 2019/20

TUTNALL AND COBLEY PARISH COUNCIL

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation during the financial year ended 31 March 2020.

The internal audit for 2019/20 has been carried out in accordance with this 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 authority.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This 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.			✓ NO PETTY CASH
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.	✓		
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. If the authority certified itself as exempt from a limited assurance review in 2018/19, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2018/19 AGAR tick "not covered")	✓		
L. The authority has demonstrated that during summer 2019 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.	✓		
M. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

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

Date(s) internal audit undertaken

12/04/2020 11/05/2020 DD/MM/YYYY

Name of person who carried out the internal audit

PATRICIA BUTTS AL AUDITOR

Signature of person who carried out the internal audit

PE Butts REQUIRED

Date

12/05/2020

*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, the annual internal audit report must explain why not (add separate sheets if needed).

**Internal Audit Report
Tutnall & Cobley Parish Council
Financial year 2019/20**

Introduction

You have appointed me as independent Internal auditor for Tutnall and Cobley Parish Council, in order to review whether the systems of financial and other internal controls over your activities and operating procedures are effective ('Governance and Accountability for Smaller Authorities in England – Practitioners guide').

I have examined these in my interim audit in April 2019 and in my audit in May 2020.

Scope of Audit

I have looked at the key systems and processes as outlined in the above Practitioners Guide.

1. Proper book-keeping including the cash book
2. Standing orders and Financial Regulations
3. Payment controls
4. Income controls
5. Budgetary controls
6. Petty cash procedure – not applicable to Tutnall and Cobley
7. Payroll controls
8. Assets control
9. Periodic Bank reconciliations
10. Year-end procedures
11. Risk management arrangements

Findings

All my queries were satisfactorily answered by Mrs Griffiths, these related principally to the income from the lengthsman scheme, and I am pleased to report that no significant areas for improvement or weaknesses were identified. I have completed and certified the Annual Internal Audit report on your Annual Governance and Accountability return. Please do not hesitate to contact me if you require any further information.

I wish to take this opportunity to thank Mrs Griffiths for her cooperation and assistance in completing this audit.

P E Butts

Patricia Butts

To Chairman of Tutnall & Cobley Parish Council
✓ Copy to Clerk of Tutnall & Cobley Parish Council

12 May 2020