

INTERNAL AUDIT SERVICE FOR BOSTON SPA PARISH COUNCIL

AUDIT PROGRAMME – PERIOD ENDING : 31 MARCH 2023

I certify that I have carried out the tests detailed below in accordance with the suggested approach contained in the 2011 edition of "Governance and Accountability in Local Councils in England and Wales – A Practitioners Guide".

Signed  Date 5/5/2023

Name & qualifications MR. ANDREW BOSMANS BA (HONS)

1 Internal Control	2 Tests	3 Initial Yes	4 Initial No	5 Comments-date checked
Previous Internal Audit Report	Do the minutes record that Council has considered the Internal Audit Report for the previous year and the matters arising addressed?	<input checked="" type="checkbox"/>		IMPLEMENTED PER LATEST INTERNAL AUDIT
Proper bookkeeping	Is the cashbook maintained and up to date?	<input checked="" type="checkbox"/>		
	Is the cashbook arithmetically correct?	<input checked="" type="checkbox"/>		
	Is the cashbook regularly balanced?	<input checked="" type="checkbox"/>		MONTHLY
Standing Orders and Financial Regulations	Has the Council formally adopted Standing Orders and Financial Regulations?	<input checked="" type="checkbox"/>		REVIEWED PER LAST YRS INT. AUDIT, APPROVED & MINUTED
	Has a Responsible Financial Officer been appointed?	<input checked="" type="checkbox"/>		
	Have items or services above a de minimis amount been competitively purchased?	<input checked="" type="checkbox"/>		
	Are payments in the cashbook supported by invoices and have they been authorised and minuted?	<input checked="" type="checkbox"/>		
	Has VAT on payments been identified, recorded and reclaimed?	<input checked="" type="checkbox"/>		
	Is Section 137 expenditure separately recorded and within statutory limits?	<input checked="" type="checkbox"/>		
Risk Management Arrangements	Does a scan of the minutes identify any unusual activity?	<input checked="" type="checkbox"/>		MINUTES FULLY COMPLY & EASY TO FOLLOW

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Risk Management Arrangements (contd)	Do the minutes record the Council carrying out an annual risk assessment?	✗		MINUTE 101/22 MAY 2022 REFERS
	Is insurance cover appropriate and adequate?	✗		IN LINE WITH ASSET REGISTER
	Are internal financial controls documented and regularly reviewed?	✗		
Budgetary Controls	Has the Council prepared an annual budget in support of its precept?	✗		
	Is actual expenditure against the budget regularly reported to Council?	✗		
	Are any significant variances from budget explained?	✗		
Income Controls	Is income properly recorded and promptly banked?	✗		
	Does the precept recorded in the cashbook agree to the Council Tax Authority's notification?	✗		
	Are security controls over cash adequate and effective?	✗		
Petty Cash Procedures	Is petty cash spent recorded, and supported by receipts?	}		NOT
	Is petty cash expenditure reported to each Council Meeting?	}		APPLICABLE
	Is petty cash reimbursement carried out regularly?	}		NO PETTY CASH
Payroll Controls	Do salaries paid agree with those approved by Council?	✗		CONSISTENT
	Are any other payments to the Clerk/other staff reasonable and approved by Council?	✗		

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Payroll Controls (contd)	Has PAYE/NIC been properly operated by the Council as an employer?	d		
Assets Controls	Do all employees have contracts of employment with clear terms + conditions?	d		
	Does the Council keep an Assets Register of all material assets owned?	d		
	Are the Assets & Investments Register up to date?	d		
Bank Reconciliation	Do asset insurance valuations agree with those in the Asset Register?	d		
	Is there bank reconciliation for each bank account?	d		
	Is the bank reconciliation carried out regularly on the receipt of statements?	d		
Year-End Procedures	Are there any unexplained balancing entries in any reconciliation?		d	
	Is the value of investments summarised on the reconciliation?	d		
Year-End Procedures	Are year-end accounts prepared on the correct accounting basis?	d		
	Do accounts agree with the cashbook?	d		
	Is there an audit trail from underlying financial records to the accounts?	d		
	Where appropriate, have debtors and creditors been properly recorded?	d		

+ NOTE BALANCES ABOVE £85K ARE BEING ADDRESSED - LLOYDS A/C
+ NOTE SLOC GUIDANCE ON HOMEWORKING ALLOWANCES
BOTH DISCUSSED WITH CLERK. (ISSUED APRIL 2023)
ON THE BASIS OF THE INFORMATION PROVIDED THE AUDIT
PROCESS IS ACCURATE, EASY TO FOLLOW AND SUGGEST NO
SIGNIFICANT ISSUES AT ALL