# Section 4 – Annual internal audit report 2014/15 to

ENTER Atworth Parish Council/~~Meeting~~

The council'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 2015.

Internal audit has been carried out in accordance with the council'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 the council.

| 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. | X | | |
| B The council's financial regulations have been met, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for. | X | | |
| C The council assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these. | X | | |
| D The annual precept requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate. | X | | |
| E Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for. | X | | |
| F Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for. | X | | |
| G Salaries to employees and allowances to members were paid in accordance with council approvals, and PAYE and NI requirements were properly applied. | X | | |
| H Asset and investments registers were complete and accurate and properly maintained. | X | | |
| I Periodic and year-end bank account reconciliations were properly carried out. | X | | |
| 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, were supported by an adequate audit trail from underlying records, and where appropriate debtors and creditors were properly recorded. | X | | |

| K Trust funds (including charitable) The council met its responsibilities as a trustee. | Yes | No | Not applicable |
|---|---|---|---|
| | X | | |

For any other risk areas identified by the council (list any other risk areas below or on separate sheets if needed) adequate controls existed:

Name of person who carried out the internal audit Roger George Hammerall

Signature of person who carried out the internal audit R.G. Hammerall Date 21/05/2015

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).