

INTERNAL AUDIT TESTING		
HOLT PARISH COUNCIL		
For the Year Ended 31st March, 2016		
Internal Control	Tests	Result
Proper Bookkeeping	1. Is the cashbook maintained and up-to date	Yes
	2. Is the cashbook arithmetic correct	Yes
	3. Is the cashbook regularly balanced	Yes
Standing Orders & Financial Regulations adopted & applied	4. Has the Council formally adopted standing orders and financial regulations.	Yes
	5. Has a responsible Financial Officer been appointed with specified duties	Yes
Payments controls	6. Have items or services above a de minimis amount been competively purchased	Yes
	7. Are payments in the cashbook supported by invoices, authorised & minuted	Yes
	8. Has VAT on payments been identified, recorded and reclaimed	Yes See notes
	9. Is S137 expenditure separately recorded and reclaimed	Yes
Risk management arrangements	10. Does a scan of the minutes identify any unusual financial activity	No
	11. Do the minutes record the council carrying out an annual risk assessment	Yes
	12. Is insurance cover appropriate and adequate	Yes
	13. Are internal financial controls documented and regularly reviewed.	Yes
Internal Audit Review	14. Has the Council considered the effectiveness of its system of internal audit on an annual basis	Yes
Budgetary controls	15. Has the Council prepared an annual budget in support of its precept.	Yes
	16. Is actual expenditure against the budget regularly reported to the Council	Yes
	17. Are there any significant unexplained variances from budget	No
<b>INTERNAL AUDIT TESTING</b>		
<b>HOLT PARISH COUNCIL</b>		
<b>For the Year Ended 31st March, 2016</b>		
		2
Internal Control	Tests	Result
Income controls	18. Is income properly recorded and promptly banked	Yes
	19. Does the precept recorded in the cashbook agree to the District Council's notification	Yes
	20. Are security controls over cash adequate and effective	Yes
Petty cash procedures	21. Is all petty cash spent recorded and supported by VAT invoices/receipts	N/A No petty cash kept
	22. Is petty cash expenditure reported to each Council meeting	N/a
	23. Is petty cash reimbursement carried out regularly	N/a
Payroll controls	24. Do salaries paid agree with those approved by the Council	Yes
	25. Are other payments to the Clerk reasonable and approved by the Council.	Yes
	26. Has PAYE/NIC been properly operated by the Council as an employer.	Yes
Assets controls	27. Does the Council keep an asset register of all material assets owned	Yes
	28. Are the Asset/Investments registers up to date	Yes
Bank reconciliation	29. Is there a bank reconciliation for each account	Yes
	30. Is bank reconciliation carried out regularly on the receipt of statements	Yes
	31. Are there any unexplained balancing entries in any reconciliation	No
Council as Trustee	32. Is the Council acting correctly in its role as a Managing Trustee	Yes
Year end procedures	33. Are year-end accounts prepared on the correct accounting basis (Receipts & Payments/Income & Expenditure)	Yes See notes
	34. Do accounts agree with the cash book	Yes See notes
	35. Is there an audit trail from underlying financial records to the accounts	Yes
	36. Where appropriate, have debtors and creditors been properly recorded.	Yes