

Quedgeley Parish Council
Internal Controls Audit

Audit Date 26.08.2016

Period covered 2015 2016 Qrt 4
Conducted by CLR Graham Smith

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Review of previous recommendations

No. (year,quarter,n umber)	Recommendations
	Item 11 Employee Salarydo
2015 2016	Electronically .Verified on
	Natioal Insurance Statement

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1 Invoices selected for review:

Sample No.	Supplier	Type of service	Date invoice	Amount	CHK No
1	Spot on Supplies	Goods	22.1.16	£187.00	Bacs
2	Office Depot	Goods	19.2.16	£65.88	Bacs
3	Fire +Security	Service	10.7.15	£588.00	bacs
4	Asdaa	Supplies	15.03.16	£30.00	Bacs
5	Ellis Whittam	Service	26.8.15	£2,344	Bacs

2 Audit

Each of the 5 invoices is used to answer the internal control question 1-7 below. For each invoice mark Y (yes) N (No) for where the evidence has been seen that the control has been carried out for that invoice. Note any issues or explanation in the comments section.

Ref.	Control	Sample check number				
		1	2 ¹	3	4	5
1	Is there a works order for the invoice? (works order not required for purchases from petty cash or services where a contract exists)	No	No	y	y	y
2	Is the invoice checked against the official order prior to authorisation.	y	y	y	y	y
3	Prior to payment is the invoice confirm receipt of goods or services?	y	y	y	y	y
4	Do the signatories confirm the cheque amounts against the invoices?	y	y	y	y	y
5	Are the payments reported to the F&GP or full council and recorded in the minutes?	y	y	y	y	y
6	Have both signatories checked and intialled the counterfoil and signed the invoice.	Y	Y	Y	y	y
7	Are all purchases lawful?	Y	y	Y	y	y

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3 Evidence checks

The following internal controls are to be provided by the office staff upon request. Record the evidence seen and any comments or queries.

Ref.	Control	Evidence shown	Comment
8	Are bank accounts/statements reconciled upon receipt?	Yes	Monthly F+GP
9	Does a member of the council review and countersign each reconciliation and statement?	Yes	
10	Are petty cash payments regularly reconciled?	Yes	Monthly F+GP
11	Do the number of employees and salaries paid accord with records?	Yes	Now Done Electronically on System Verified on NI Doc
12	Has VAT been recorded and claimed?	Yes	Quarterly VAT Return Statement
13	Is S137 expenditure been separately identified?	Yes	On Budget Progress Sheet
14	Is there adequate insurance for the employees, property and public events?	Yes	
15	Is the risk assessment reviewed annually?	Yes	As and when required
16	Are internal controls reviewed?		To Be Reviewed April 2016

4 General checks

Check the general procedures by asking office staff and enquiring further where necessary, record in the comments section of the following table:

Ref.	Control	Evidence shown	Comment
17	Do all cheques require signatures from two authorised councillors?		
18	Are cheques and cash regularly banked?		
19	Is petty cash regularly reimbursed?		
20	Are minutes signed when approved?		
21	Does the RFO provide regular statements of income and expenditure against budgets?		
22	Have estimates and budgets been prepared?		
23	Are cheques and cash regularly balanced?		
24	Are all contracts dealt with in accordance with financial regulations?		
25	Have financial regulations been reviewed?		