

Quedgeley Parish Council
Internal Controls Audit

Audit Date 11/09/2017
Period Covered 01/07/2017 qrt 2

Conducted by CLR Anthony Potts/ Clr Graham Smith

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Review of previous recommendations

| No. (year, quarter, number) | Recommendations |
|--------------------------------|-----------------|
| qrt2 2017/18 | None |
| | |
| | |
| | |

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Quedgeley Parish Council

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? | y | |
| 9 | Does a member of the council review and countersign each reconciliation and statement? | y | |
| 10 | Are petty cash payments regularly reconciled? | y | |
| 11 | Do the number of employees and salaries paid accord with records? | y | |
| 12 | Has VAT been recorded and claimed? | y | |
| 13 | Is S137 expenditure been separately identified? | y | |
| 14 | Is there adequate insurance for the employees, property and public events? | y | |
| 15 | Is the risk assessment reviewed annually? | | Quarterly Review |
| 16 | Are internal controls reviewed? | y | Quarterly Checked |

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? | y | |
| 18 | Are cheques and cash regularly banked? | y | weekly |
| 19 | Is petty cash regularly reimbursed? | y | |
| 20 | Are minutes signed when approved? | y | |
| 21 | Does the RFO provide regular statements of income and expenditure against budgets? | y | |
| 22 | Have estimates and budgets been prepared? | y | |
| 23 | Are cheques and cash regularly balanced | y | |
| 24 | Are all contracts dealt with in accordance with financial regulations? | y | |
| 25 | Have financial regulations been reviewed? | y | |

1 Invoices selected for review:

| Sample No. | Supplier | Type of service | Date invoice | Amount | CHK No |
|------------|---------------------|------------------|--------------|---------|------------|
| | | | | | Bacs |
| 1 | Argos | Goods Dishwasher | 28/6/17 | £189.99 | debit card |
| 2 | Office Depot | Stationary | 07/07/2017 | £13.90 | Bacs |
| 3 | Chosen Fire | Service | 31/7/17 | £361.86 | Bacs |
| 4 | Able Investigations | Legal Services | 09/11/2017 | £1,464 | Bacs |
| 5 | M+D Properties | R+M | 10/11/2017 | £2,773 | 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) | Yes | Yes | No | No | Yes |
| 2 | Is the invoice checked against the official order prior to authorisation. | Yes | Yes | Yes | No | Yes |
| 3 | Prior to payment is the invoice confirm receipt of goods or services? | Yes | Yes | Yes | Yes | Yes |
| 4 | Do the signatories confirm the cheque or bacs on invoices | Yes | Yes | Yes | Yes | Yes |
| 5 | Are the payments reported to the F&GP or full council and recorded in the minutes? | Yes | Yes | Yes | Yes | Yes |
| 6 | Have both signatories checked and intialled the counterfoil and signed the invoice. | Yes | Yes | Yes | Yes | Yes |
| 7 | Are all purchases lawful? | Yes | Yes | Yes | Yes | Yes |