

Quedgeley Parish Council
Internal Controls Audit

Audit Date 21/03/2018
Period Covered Qrt 4 2017-2018

Conducted by CLR Graham Smith
pp CLr Tony Potts

j

Review of previous recommendations

No. (year,quarter,number)	Recommendations
Qrt 4	Random Selections only
	as per F+GP recommendations

Contents

1 Invoices selected for review:.....

2 Audit.....

3 Evidence checks.....

4 General checks.....

1 Invoices selected for review:

Sample No.	Supplier	Type of service	Date invoice	Amount	CHK No
					Bacs
1	Scribe	Goods service	10.01.18	£584.40	Bacs
2	M+D Properties	Service	14.01.18	£2,427.83	Bacs
3	Chosen Fire	Service	07.02.18	£90.00	Bacs
4	Severn Signs	Goods	07.02.18	£522	Bacs
5	Gopak	Goods	27.02.18	£244	Debit Card

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	Yes	No	Yes	Yes
2	Is the invoice checked against the official order prior to authorisation.	Yes	Yes	Yes	Yes	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

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

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?	Yes	
25	Have financial regulations been reviewed?		