**INTERNAL AUDIT REPORT FOR HORNING PARISH COUNCIL FOR THE YEAR 2016/17**

I hereby certify that I have carried out the tests detailed below in accordance with the suggested approach in the “Practitioners Guide (March 2016” and “Accounts and Audit Regulations 2015”

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| 1 | Previous Internal Audit Report | The 2015/16 Internal Audit Report was presented to Members at the meeting of 13 June 2016. No interim reports were commissioned. |
| 2 | Bookkeeping | The Cashbook is up to date and arithmetically correct. Balances agree with the bank reconciliation and bank statements.  |
|  |  | Payments are supported by invoices (random check). |
|  |  | The receipt of the Precept was reported to Members and recorded in the minutes. |
|  |  | S127 and VAT have been identified in the Cashbook and VAT reclaimed. |
|  |  | Cheque counterfoils have been initialled by the signatories. |
|  |  | PAYE and returns to HMRC have been correctly completed. |
| 3 | Standing Orders, Financial Regulations and Procedures | With the exception of Financial Regulations, all documents have been reviewed in accordance with the Programme of Dates.Members have been informed of the S137 limit.I note that the Council has made use of the Transparency Fund. |
| 4 | Risk | The minutes show that the Council takes due consideration of risk and carries the correct insurance (Hiscox) |
|  |  | Inspection of assets has been undertaken and necessary works carried out, throughout the year and a safety report presented concerning playground equipment. |
|  |  | The Minutes show that the Council has taken steps to maintain its’ assets as necessary. |
| 5 | Budgetary Controls | Income is clearly shown in the Cashbook and the Precept amount agrees with the bank statement and District Council notice. |
|  |  | The Minutes record that Cashbook, balance sheet and bank reconciliation were sign by a Member, at each regular meeting, confirming agreement. |
|  |  | Expenditure is monitored against budget throughout the year and reported at meetings. |
|  |  | The 2017/18 Precept was set and agreed at the December 2016 meeting and budget forecast presented. |
| 6 | Payroll | Regular returns have been made to HMRC. |
|  |  | PAYE is calculated using the HMRC tools and is correctly completed. |
| 7 | Assets | The Register is complete, reviewed and valued. |
| 8 | Minutes | The records show that the minutes were approved and signed, at each meeting. |
| 9 | Year End | The Annual External Audit form has been completed correctly with the Significant Variances explained. Section 1 will be completed at the appropriate meeting before the Chair and Clerk sign but after the presentation of this report. |
| 10 | Comment | I find that the Council’s documents to be in good order and in accordance with statutory requirement and good practice. |
|  |  | I would bring to Members attention, Clauses 4.8 onwards, in the Practitioners Guide (March 2016) concerning Internal Audits. |