**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. |