

Internal Audit Check

Worlington Parish Council – y/e 31 March 2021

A Appropriate books of account have been properly kept throughout the year

Check cash book properly written up and balanced	Cash book kept on Excel spreadsheets. Comparatively few entries so entries for fourth quarter checked for verification	1
Verify selection of items against bank statement	These match for Q4	1

B The Council's Financial Regulations have been met

Standing Orders formally adopted and correspond to the latest good practice	No change from last year	1
Financial Regulations formally adopted and correspond to the latest good practice	No change from last year	1
RFO appointed and clear duties listed	VB is RFO	
Check selection of large or unusual purchases to ensure FRs followed	No payments over £1,000 identified. Largest payment was £800 for war memorial repairs	1

B Payments were supported by invoices, expenditure was approved and VAT properly accounted for

Check selection of payments to ensure properly authorised.	Clerk's salary is paid by Standing Order. Other payments are by cheque. Cheque 858 (Zoom) approved at March 2021 meeting but not included in cash book.	1
Check vouchers relating to above	Q4 vouchers checked	1
Check VAT has been properly accounted for (for income, see below)	These appear correct.	1
Additionally check random selection of large payments in cash book	War memorial invoice (see above) verified	1
If electronic banking is used ensure that proper procedures are in place as provided for in the model Financial Regulations.	Payments are still made by cheque	N/A

Internal Audit Check

Worlington Parish Council – y/e 31 March 2021

Check any s137 for amount, validity	Only expense was for wreath	1
Check VAT reclaim(s) during the year or, if Council is registered, check that VAT returns correspond with the underlying records.	Claim submitted in April 2021 for 2019-2021. I noted last year that it would be better if VAT claims were made at least annually	1
C The Council assessed the significant risks to achieving its objectives and had adequate arrangements to manage these		
Formal risk assessment documents available for inspection	No change from last year	1
Do the minutes record the council carrying out an annual risk assessment?	Reviewed at meeting in July 2020	1
Is the insurance cover appropriate and adequate – see also H below	Standard policy with AXA via Came and Company	1
D The annual precept requirement resulted from an adequate budgetary process		
Has the Council prepared an annual budget in support of its precept?	Budget was approved at meeting on 2/1/2020. Reviewed in July 2020 but no changes made	1
Is the precept based upon realistic assumptions including evaluation of required balances?	Seems reasonable. Balances are just under precept amount	1
D Progress against the budget was regularly monitored and reserves were appropriate		
Review existence and adequacy of budgetary reports	Budget progress reviewed at each meeting	1
Are there any significant unexplained variances?	None	1
E Expected income was fully received, based upon correct prices, properly recorded and promptly banked; and VAT was properly accounted for		
Precept paid as requested and banked properly	Paid by BACS	1

Internal Audit Check

Worlington Parish Council – y/e 31 March 2021

Is other income properly accounted for and are adequate procedures in place?	Insurance claim for war memorial damage (£450)	
If appropriate, is the Council VAT registered and, if so, is VAT being properly charged?	Not registered	N/A
F Petty cash payments were properly supported by receipts, expenditure was approved and VAT properly accounted for		
Is all petty cash expenditure supported by VAT receipts?	None	N/A
Is petty cash expenditure regularly reported back to the Council?		
Is reimbursement carried out regularly?		
G Salaries to employees and allowances to members were paid in accordance with council approvals		
Do all employees have properly drawn up contracts of employment?	No change	1
Has the Council approved all salaries and do payments correspond with these decisions?	The Council formally approved an increase for the Clerk at their October meeting and this was checked via the payroll reports.	1
Are other payments (e.g. expense payments) reasonable and properly approved?	Expense payments are approved at Council meetings.	1
G PAYE, NI and pension requirements were properly applied		
Check PAYE and NI. Alternatively, if a bureau is used, check the records of payments.	These were dealt with by SALC	1
Check end of year returns or, if a bureau is used, check that the documentation is in order.	As above	1
Check that requirements for workplace pensions have been followed	The Clerk's salary is below the minimum level for a workplace pension to be offered.	1

Internal Audit Check

Worlington Parish Council – y/e 31 March 2021

H Asset and investment registers were complete and accurate and properly maintained

Does the Council have an Asset Register and is it regularly maintained?	Register needs a little more detail as discussed with the Clerk	2
Ensure assets purchased during year (see minutes) are recorded	Additions were new village sign and HP notebook (£1,274)	1
Do asset insurance values correspond to values in the asset register?	These seem appropriate.	1

I Periodic and year-end bank account reconciliations were properly carried out

Check for regular (monthly / quarterly) bank reconciliations for all accounts	Monthly bank reconciliations carried out	1
Are reconciliations accurate and do they contain no unexplained items?	No issues	1

J Year-end accounts were prepared on the correct accounting basis, agreed with cash book, were supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded

Are year-end accounts produced on the correct basis R&P or I&E)?	R&P	1
Verify accounts to cash book	These agree to cash book	1
Is there an audit trail from underlying financial records to the accounts? (I&E only)		
Verify debtors and creditors (I&E only)		

K . IF the authority certified itself as exempt from a limited assurance review in 2019/20, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2019/20 AGAR tick “not covered”)

Did the Council satisfy this requirement?	All correct	1
---	-------------	---

Internal Audit Check

Worlington Parish Council – y/e 31 March 2021

L. If the authority has an annual turnover not exceeding £25,000, it publishes information on a website/webpage up to date at the time of the internal audit in accordance with the Transparency code for smaller authorities.

General comments	Because the audit is being carried out before July 1 st , the notes below refer to the information for 2019-2020	
Items of expenditure over £100	The whole cash book for the year is available for 2019-2020. This satisfies the requirement	1
End of year accounts	A scan of the AGAR is on the website.	1
Annual governance statement	This is included in the above	1
Internal audit report	This is also included as above	1
List of councillor responsibilities	This is available under the Council page	1
Location of public land and building assets	In the asset register	1
Minutes, agendas and papers of formal meetings	These are all available	1
M. The authority, during the previous year (2019-20) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).		
Check evidence of this	I have been shown the notice which was displayed	1
N. The authority has complied with the publication requirements for 2019/20 AGAR (see AGAR Page 1 Guidance Notes).		
Check evidence	The AGAR is available for 2019-2020.	1

Internal Audit Check

Worlington Parish Council – y/e 31 March 2021

O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee

Verify this was the case		
--------------------------	--	--

Levels of assurance: 1 – high, 2 – substantial, 3 – limited, 4 – minimal, n/c – not covered at this visit

Michael Williamson
MiJan Ltd
The Willows, Long Drove
Waterbeach, Cambridge CB25 9LW
Tel: 01223 860899
Mob: 07836 74858
Registered in England. Company number 1788401