

Annual Internal Audit Report 2018/19

WHELDRAKE PARISH COUNCIL

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation during the financial year ended 31 March 2019.

The internal audit for 2018/19 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.		X	
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			X
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. IF the authority certified itself as exempt from a limited assurance review in 2017/18, it met the exemption criteria and correctly declared itself exempt. ("Not Covered" should only be ticked where the authority had a limited assurance review of its 2017/18 AGAR)	✓		
L. During summer 2018 this authority has correctly provided the proper opportunity for the exercise of public rights in accordance with the requirements of the Accounts and Audit Regulations.			Not applicable ✓
M. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.			Not applicable ✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

18/05/19

Name of person who carried out the internal audit

NZIL MATHEW HODGON

Signature of person who carried out the internal audit



Date

21/05/19

*If the response is 'no' you must include a note to state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

INTERNAL AUDIT REPORT

NEIL MARTIN HODGON

10 BROAD HIGHWAY WHELDRAKE YORK YO19 6BU

01904 449008/07999884369

hodgon6bu@btinternet .com

18TH May 2018

TO:

WHELDRAKE PARISH COUNCIL

Dear Councillors

WHELDRAKE PARISH COUNCIL INTERNAL AUDIT REPORT YEAR END 31ST MARCH 2019

Having completed the Internal Audit for Wheldrake Parish Council on the 18th May 2019 in accordance with the 'Governance and Accountability for Local Councils, 2016, Regulations' and using the enclosed list of questions I would like to bring the following points to the Council's attention.

Section B on the Internal Audit Section

Not all payments are supported by invoices.

Cheque Stubs

It is welcome to see that all Cheque stubs were initialed by the signatories of the cheque.

However there are Cheque's that have been issued with no supporting documentation. See below

03.05.2018 YLCA (Course for Clerk) 100278 £549.00 – No Supporting Invoice. Noted in Parish Council Minutes.

30.05.2018 WRA (Grant) 100280 £10,000.00 - No Supporting Invoice. Noted in Parish Council Minutes.

30.05.2018 CH Guest (Expenses) 100281 £243.27 - No Supporting Invoice. Noted in Parish Council Minutes

27.06.2018 C D Mordue (Retirement Gift P Hodgson) - 100285 £100.00 - No Supporting Invoice. Noted in Parish Council Minutes

07.02.2019 Wheldrake Youth Club 100318 £1,000.00 - No Supporting Documentation. Noted in Parish Council Minutes

Receipts and Invoices

In respect of the Invoice that was paid to J Handley for £580.00 Invoice 0368 dated 06.02.2019 – it was noted in the Minutes of the Meeting dated 27th February – Full amount to be reimbursed by 6 sponsors/local business's. No such credits have yet been credited to the account. Needs to ensure that the funds are received.

The following payments made do not have any Invoice or Receipt

03.05.2018 £549.00 YLCA – Course for Clerk

30.05.2018 £10,000.00 WRA – Grant – Raised in last year's Audit

30.05.2018 £243.27 CH Guest (Former Clerk) Expenses.

27.06.2018 £100.00 C D Mordue – Retirement Gift P Hodgson

07.02.2019 £1,000.00 Wheldrake Youth Club – Grant – Raised in last year's Audit

Clerk

Following the appointment of the new Clerk it is pleasing to see that the paperwork/invoices/supporting back up information is now in a much better state of affairs. Thank you.


Other Comments

Assets Register – One in place and accurate.

There are some points and issues that need addressing and I trust they will be looked at as soon as possible.

I am satisfied on the basis of my examination of the Wheldrake Parish Council Accounts that the records are maintained satisfactorily in line with the Audit Commission's current recommendations and are free from material error. However the Council needs to ensure that moving forward all payments and income have supporting documentation.

Apart from the items listed above there are no other significant matters of concern that need to be drawn to the Council's attention.



Neil M Hodgson