

Requirement	Internal Audit Comments	Conclusion
<p>A Appropriate books of account have been properly kept throughout the year.</p>	<p>The council uses Excel which is widely used by Councils of a similar size</p>	<p>YES</p>
<p>B The council's financial regulations have been met, payments were supported by invoices, expenditure was approved and VAT was appropriately accounted for.</p>	<p>The Council reviewed its Financial Regulations at a meeting held on 27th October 2014</p> <p>A review of payments did not identify any matters to report</p>	<p>YES</p>
<p>C The council assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.</p>	<p>The Council reviewed its Risk Assessment in November 2014</p>	<p>YES</p>
<p>D The annual precept requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.</p>	<p>The Council approved its budget at a meeting held on 28th October, however these Minutes do not refer to the setting of the Precept or the Precept value.</p> <p>The Council wrote to the District Council on 19th November advising them of a Precept requirement of £9,800, however it appears that the actual Precept raised was £9,688</p> <p>It is recommended that, in future, the Council formally records the setting of its Precept in the Minutes of the meeting.</p> <p>It is recommended that the Council notes that the Precept raised for 2014-15 was £9,688 and not £9,800 as recorded in the Precept request letter</p>	<p>YES</p>

Requirement	Internal Audit Comments	Conclusion
<p>E Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.</p>	<p>The Council receives limited income other than the precept.</p> <p>The Council does not make VATable supplies and is not VAT registered</p>	<p>YES</p>
<p>F Petty cash payments were properly supported by receipts, expenditure was approved and VAT appropriately accounted for.</p>	<p>The Council does not maintain a petty cash</p>	<p>YES</p>
<p>G Salaries to employees and allowances to members were paid in accordance with council approvals, and PAYE and NI requirements were properly applied.</p>	<p>The Council uses HMRC tools to calculate payroll and submit returns to HMRC</p> <p>It was noted that there was no NI or PAYE due or paid during the year</p>	<p>YES</p>
<p>H Asset and investments registers were complete and accurate and properly maintained.</p>	<p>The Council maintains an asset register. One asset purchased in the year (a defibrillator) has been added to the register during the year</p>	<p>YES</p>

Requirement	Internal Audit Comments	Conclusion
<p>I Periodic and year-end bank account reconciliations were properly carried out.</p>	<p>There were no uncleared items on either of the Lloyds Bank accounts or the NS&I account as at 31st March 2015</p>	<p>YES</p>
<p>J Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments/income and expenditure), agreed with the cash book, were supported by an adequate audit trail from underlying records, and where appropriate debtors and creditors were properly recorded.</p>	<p>The Council reports on a receipts and payments basis which permitted for Councils of this size Bank payments were reviewed. In all instances it was possible to obtain sight of the original supporting voucher</p>	<p>YES</p>
<p>K Trust funds (including charitable) The council has met its responsibilities as a trustee.</p>	<p>The Council does not act as Trustee</p>	<p>N/A</p>