

## INTERNAL AUDIT REPORT - YEAR ENDED 31 MARCH 2017

	CHECK	COMPLIANCE	ACTION REQUIRED
1	Cash book reconciled with invoices	Yes	No further action required
2	VAT is correct in cash book linked to invoices	Yes	No further action required
3	Seperate column for S137 payments	n/a	
4	S137 powers checked	n/a	
5	Bank reconciliation to 31 March	Yes	No further action required
6	Financial regulations in place	Yes	No further action required
7	Financial risk assessment & management in place	No	Requires policy.
8	VAT has been reclaimed	Yes	No further action required
9	Annual Return figures are correct	Yes	No further action required
10	Council has approved accounts by the specified date	Yes	No further action required. ( 10 May 2017)

	CHECK	COMPLIANCE	ACTION REQUIRED
11	Petty cash if any managed	n/a	
12	Budget drawn up linked to invoices	Yes	No further action required
13	Bank statements reconciled to cash book and all statements present	Yes	No further action required requires monthly bank reconciliation.
14	Standing order on contracts adopted	n/a	
15	All payments listed in minutes, including loan payments and income from lettings and other sources	Yes	No further action required Cheques any 2 from 3 to sign. Signaturees need to initial cheque book stub and the appropriate invoice.
16	Copy of insurance policy seen	Yes	No further action required
17	Copy of precept request seen in place	Yes	No further action required
18	Significant variances explained	Yes	No further action required
19	Asset register submitted and checked against Annual Return Box 9	Yes	No further action required
20	Tax and NI properly applied	Yes	No further action required

	CHECK	COMPLIANCE	ACTION REQUIRED
21	Review of effectiveness of independent internal audit	No	None seen.
22	Council's own internal control systems in place	No	None seen
23	Risk assessment completed for facilities open to the public	n/a	
24	Council considered recommendations made in previous years internal audit report	No	none seen
25	Notes		I would suggest the items mentioned in numbers 15,21 and 22 are implimented as soon as possible. Copy of standing orders required for my records.

Internal Audit report carried out by Ian Scott

Date: Completed 18 May 2017