

SUTTON VALENCE PARISH COUNCIL

INTERNAL AUDIT REPORT 2014 - 2015

I am pleased to report to Members of the Parish Council that I have completed my internal audit of the Parish Council's records for 2014 – 2015 and have been able to complete Section 4 of the 2014 - 2015 Annual Return.

Members should be aware that the audit tests that I undertook during the audit cannot be relied on to identify the occasional omission or insignificant error, nor to disclose breaches of trust or statute, neglect or fraud which may have taken place and which it is the responsibility of the Members of the Council to guard against through the Parish Council's internal control procedures.

Members will be pleased to know that I did not find anything major in my financial audit to report and that I found the record keeping to be of a good standard and the Parish Council's approach to the management of risks to be sound. As a result of my audit and my discussion with your Clerk I was able to answer 'YES' to all the relevant questions contained in Section 4 of the Annual Return for 2014 - 2015.

I would like to take this opportunity to thank your Clerk for the assistance given to me in the conduct of the audit that took place on 29 April 2015.

PREVIOUS AUDITS:

External Audit Certificate 2013 - 2014:

The External Audit Certificate for 2013 - 2014 (Section 3 of the 2013 - 2014 Annual Return) was unqualified and dated 17 September 2014. The External Auditor raised one minor matter on the audit certificate regarding the figures in Boxes 2 and 3 of Section 1 of the 2013-2014 Annual Return. The figures had been entered incorrectly on the Annual Return and have been restated on the 2014-2015 Annual return.

Internal Audit 2013 - 2014:

There are no matters outstanding from my 2013 - 2014 audit.

FINDINGS THIS VISIT:

During the visit I carried out sufficient work to enable me to complete Section 4 of the Annual return which included reading the minutes, checking the accounting records including the cashbook, payroll, VAT records, bank statements and the bank reconciliations with the cashbook.

I found all the financial records to be accurate and up to date. There were no unexplained entries in the bank reconciliations.

Standing Orders and Financial Regulations:

The Parish Council's Standing Orders were reviewed at the meeting held on 11 September 2014 (Minute No. 7). The Parish Council's Financial Regulations were not reviewed during the year.

Insurances:


The level of cover in respect of Employee Dishonesty is currently £150,000 and meets the recommended minimum level of cover.

Asset Register:

The Asset Register is up to date.

Payroll:

The HMRC requirements for Real Time Information have been met and regular payments made to them in respect of PAYE and NI. The end of year submissions to HMRC have been made.



Kevin Funnell, F.M.A.A.T.
Independent Internal Auditor
29 April 2015