

Internal Audit Report for Upwell Parish Council for financial year 2019/20

Accounting Procedure

Accounts are prepared on a receipts and payments basis. Totals in the accounts agreed with totals in cash book.

A sample examination of the computer spread sheet receipt and payment records show that they are regularly maintained, correct and regularly balanced. All payments are supported by invoices. Expenditure is approved by the full council at parish council meetings. Bank statements are reconciled monthly and annually.

VAT on payments has been correctly recorded and reclaimed.

Risk Management

The activities of the council have been consistent. The Clerk has implemented a rolling review of all Risk Assessments.

Budget & Precept

Budget procedures are in accordance and the annual precept assessed and agreed by full council in December 2019.

Petty Cash

No petty cash system is currently operated.

Salaries & HMRC returns

The employee's monthly salary and expenses are paid in accordance with Council approvals. Council use an independent company to run their payroll. PAYE and NI requirements are correctly applied.

Income

Income is from Precept, allotment rent, cemetery fees, newsletter advertising and VAT.

Asset Controls

The Clerk has reviewed and updated the Asset Register which will be approved at a full council at the beginning of May 2020.

The Internal Audit was carried out by a Zoom meeting. The Upwell Parish Clerk had sent over the cashbook and completed AGAR prior to the meeting. Various invoices were inspected by Zoom and the Internal Auditor also used the parish council website to check minutes.