

Mayfield Parish Council

Independent Internal Auditor's Report for 31st March 2018

Introduction

The internal audit took place on 7th/8th May 2018. I have carried out an internal audit of the Council's records in accordance with the Council's requirements and under the guidelines of Governance and Accountability for Local Councils.

This work has been carried out on a sample basis so as to provide an assessment of compliance with the relevant policy and controls that are expected to be in operation during the above financial year. The audit has covered the work carried out by the Clerk to the Council in the execution of her duties ensuring that all relevant regulations have been met and the Council's resolutions have been carried out in a proper and timely manner.

Audit

The following areas were subject to inspection:

- Observance of Financial Regulations
- Observance of Standing Orders
- Operation and Reconciliation of Bank Accounts
- Cash Book Receipts and Payments
- Invoices received
- Preparation of Receipts and Payments Account
- Council Minutes, Resolutions and Authorised Payments
- Fixed Assets
- Risk Assessment
- Adequacy of Insurance Cover
- Payroll Records and Clerk's Expenses
- Precept Requirement and budget
- Adequacy of Council Reserves
- Annual Return this year
- Annual Return last year with Internal Auditor's Report

Outcome

On observation of the receipts and payments records I note that a VAT reclaim has not been carried out for year 2017/18 and this should be carried out as soon as possible.

My inspection of the remainder of the Council's records for the year ended 31st March 2018 did not find any areas for concern and I conclude that Mayfield Parish Council's systems of internal control meets the needs of the Council.



Gill Turner

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