

## Nettleham Parish Council - Internal Audit Checklist 2021/22

Undertaken by: Steve Fletcher

Date: 12.01.2022

Type of Audit: Intermediate / Annual Date of next Audit: (TBC)

<b>Name of Council</b>	Nettleham Parish Council	<b>Electorate</b>	3301
<b>No. of Elected Members</b>	12	<b>Name of Clerk</b>	Debbie Locker
<b>Vacancies (Members)</b>	0	<b>Name of RFO (if different from above)</b>	n/a
<b>Quorum (full Council)</b>	4	<b>Precept Demand 2021/22</b>	£ 184,200

	<b>Key Governance Review</b>	<b>Y/N</b>	<b>Comments &amp; Recommendations</b>
<b>1</b>	Standing Orders (Tailored and Reviewed)	<b>Y</b>	Reviewed 27.05.2021
<b>2</b>	Financial Regulations (Tailored and Reviewed)	<b>Y</b>	Reviewed 27.05.2021
<b>3</b>	Terms of Reference (Committees/Working Groups)	<b>Y</b>	Reviewed 27.05.2021
<b>4</b>	Code of Conduct (Elected Members)	<b>Y</b>	Adopted 18.11.2019 (WLDC)
<b>5</b>	Complaints Procedure (Tailored and Reviewed)	<b>Y</b>	Reviewed 27.05.2021
<b>6</b>	Insurance Cover – 3yr Contract BHIB <ul style="list-style-type: none"> <li>· Reviewed Annually</li> <li>· Certificate(s) viewed &amp; valid</li> <li>· Employees Liability Cover</li> <li>· Vehicle(s) x 1</li> </ul>	<b>Y</b> <b>Y</b> <b>Y</b> <b>Y</b>	Commenced June 2021 Evidenced in file Evidenced in file (31/05/2022) Evidenced in file Evidenced in file (policy exp 31/05/2022)

	<b>Transparency</b>	<b>Y/N</b>	<b>Comments &amp; Recommendations</b>
<b>7</b>	Internal Controls (Statement or Review)	<b>Y</b>	Contained in Financial Regulations
<b>8</b>	Investment Strategy	<b>Y</b>	Policy under development
<b>9</b>	Publication Scheme (Reviewed)	<b>Y</b>	Reviewed 27/05/2021
<b>10</b>	Risk Assessment (Statement or Review)	<b>Y</b>	Up to date 'live' document
<b>11</b>	Pay Policy (Staffing- Reviewed)	<b>Y</b>	Matters dealt with via employment T&Cs reviewed 27/05/2021
<b>12</b>	Spending Authorised	<b>Y</b>	Evidenced in files and reported to Council
<b>13</b>	Procurement	<b>Y</b>	Evidenced in Financial Regulations
<b>14</b>	Organisational	<b>Y</b>	Associated documentation evidenced in files
<b>15</b>	Land and Assets (Policy Reviewed)	<b>N</b>	Fixed asset policy – reviewed 27/05/2021
<b>16</b>	Adequate GDPR / FOI policy/procedures in place	<b>Y</b>	Evidenced in files – GDPR policy reviewed 27/05/2021

Accounting		Y/N	Comments & Recommendations
17	Cashbook maintained and up to Date	Y	Evidenced RBS Software / printouts Monthly reporting to Council
18	Arithmetically Correct (checks / balance)	Y	Evidenced - regular reconciliation to bank statements and reported to Council
19	Evidence of Internal Control (inc. methods /training)	Y	Evidenced in files (policy) Staff training / induction
20	VAT            Recorded Reclaimed	Y Y	Evidenced in files Evidenced in files (last claim period 01.10.21 to 31.12.21)
21	All Payments Supported by Invoices	Y	Evidenced in files / bank transactions / accounts
22	s.137            Recorded separately within accounts Within legal threshold limits Spend in accordance with legislation	n/a n/a n/a	<b>Note:</b> Grants considered and awarded during 2021/22. Separate column recording s.137 is correctly included within accounts

Income Control		Y/N	Comments & Recommendations
23	Income properly recorded and banked promptly	Y	Evidenced RBS Software / printouts / bank statements Monthly reporting to Council
24	Precept demand/calculations receipt	Y	Evidenced in minutes / RBS Software / printouts / bank Statements. Monthly reporting to Council
25	Effective security of cash and cash transactions	Y	Evidenced RBS Software / printouts / bank statements Monthly reporting to Council

	<b>Petty Cash</b>	<b>Y/N</b>	<b>Comments &amp; Recommendations</b>
<b>26</b>	Petty Cash Account used/authorised	<b>N</b>	Petty cash account used; satisfactory records and balances.

	<b>Year End Process</b>	<b>Y/N</b>	<b>Comments &amp; Recommendations</b>
<b>30</b>	Correct Accounting Basis	<b>Y</b>	Use of RBS financial software.
<b>31</b>	Bank statements reconcile to ledger	<b>Y</b>	Evidenced RBS Software / printouts / bank statements Monthly reporting to Council.
<b>32</b>	Robust Audit Trail evident	<b>Y</b>	Evidenced RBS Software / printouts / bank statements Monthly reporting to Council.
<b>33</b>	Debtors and Creditors Recorded	<b>Y</b>	Evidenced RBS Software / printouts / bank statements Monthly reporting to Council.
<b>34</b>	External Auditor report received/reported/actioned	<b>Y</b>	Reported to Council 19/10/2021

	<b>Bank Reconciliation</b>	<b>Y/N</b>	<b>Comments &amp; Recommendations</b>
<b>35</b>	Regular bank statement reconciliation	<b>Y</b>	Evidenced RBS Software / printouts / bank statements Monthly reporting to Council
<b>36</b>	Balancing entries (adjustments) explained	<b>n/a</b>	n/a
<b>37</b>	Bank mandate up to date	<b>Y</b>	Reviewed and updated May 2019

	<b>Budget</b>	<b>Y/N</b>	<b>Comments &amp; Recommendations</b>
<b>38</b>	Annual budget in support of precept	<b>Y</b>	Evidenced in minutes – properly displayed on PC website
<b>39</b>	Earmarked reserves	<b>N</b>	Specific EMR spreadsheet.
<b>40</b>	Unexplained budget variances reported to Council	<b>n/a</b>	All budgets remain within percentage limits for this period.
<b>41</b>	Precept Demand properly submitted	<b>Y</b>	Evidenced in file – Precept demand submitted to WLDC January 2021.

	<b>Asset Control</b>	<b>Y/N</b>	<b>Comments &amp; Recommendations</b>
<b>42</b>	Register of Assets <ul style="list-style-type: none"> <li>· Reviewed</li> <li>· Up to date</li> </ul>	<b>Y</b> <b>Y</b>	Updated annually To December 2021 – note: this is a ‘live’
<b>43</b>	Assets Inspected and Health & Safety Issues Considered	<b>Y</b>	Weekly/monthly/annually as necessary

	<b>Proper Process / Practice</b>	<b>Y/N</b>	<b>Comments &amp; Recommendations</b>
<b>44</b>	Employee posts properly recorded <ul style="list-style-type: none"> <li>· Proper Officer (Clerk)</li> <li>· RFO</li> <li>· Other(s)</li> </ul>	<b>Y</b> <b>Y</b> <b>Y</b>	All posts are properly recorded with contracts of employment, terms and conditions and payroll properly accounted.

45	List of Members Interest recorded / displayed on website	Y	Evidenced on website with link to WLDC website
46	Agenda Documents Correct	Y	Review of website / files supports
47	Minutes Correct / Signed	Y	Review of website supports – signed copies evidenced in files
48	Purchase Order System used/correct	Y	Reported to Council
49	Purchasing Authorised in line with Financial Regs / Limits	Y	Evidenced in files with invoicing/payments identified within RBS Software / printouts / bank statements Monthly reporting to Council
50	Council operating within legal powers	Y	No evidence of any illegal activities
51	Delegation Limits <ul style="list-style-type: none"> <li>· set out in financial regulations</li> <li>· adhered to</li> </ul>	Y Y	Evidenced in file / on website No evidence of any illegal activities

<b>Risk Management</b>		<b>Y/N</b>	<b>Comments &amp; Recommendations</b>
52	Evidence of unusual activity	<b>N</b>	
53	Annual Risk Assessments undertaken (as a minimum)	<b>Y</b>	Evidenced in files and updated
54	Health & Safety Policy, PPE, Training, COSSH Gas/Elec test	<b>Y</b>	Evidenced in files

<b>55</b>	Financial Controls and procedures documented	<b>Y</b>	Evidenced in files / minutes
<b>56</b>	Regular financial reporting to Council (in line with Fin Regs)	<b>Y</b>	Reports to Council in line with proper accounting practice / adopted policy
<b>57</b>	Reporting of bank balances minuted	<b>Y</b>	Reports to Council in line with proper accounting practice / adopted policy
<b>58</b>	S.137 (& other grants) ratified / minuted	<b>n/a</b>	Recorded in accounts and properly minuted
<b>59</b>	Health & Safety Policy	<b>Y</b>	Adopted policy reviewed
<b>60</b>	PAT Testing (equipment)	<b>Y</b>	To be reviewed at next audit
<b>61</b>	Vehicle – <ul style="list-style-type: none"> <li>○ Insurance</li> <li>○ Duty (vehicle tax)</li> <li>○ Driving Licences (staff) checked</li> </ul>	<b>Y</b> <b>Y</b> <b>Y</b>	Evidenced in files (exp 31/10/22) Evidenced on file/bank statements Evidenced on file / staff records

	<b>Payroll &amp; HR</b>	<b>Y/N</b>	<b>Comments &amp; Recommendations</b>
<b>62</b>	Contracts of employment for all staff	<b>Y</b>	All staff members have contracts of employment based on NJC 'model' contract.
<b>63</b>	Proper procedures for payroll, PAYE & NI	<b>Y</b>	Payroll outsourced to Data Plan
<b>64</b>	PAYE & NI payments verified	<b>Y</b>	Evidenced in salary payments (RBS financial system). PAYE & NI payments calculated, approved and paid.
<b>65</b>	Approval of salaries and increments	<b>Y</b>	Evidenced in minutes / salary payments (RBS financial system)
<b>66</b>	Approval of expense claims	<b>n/a</b>	

<b>67</b>	Minimum wage threshold met	<b>Y</b>	Evidenced in contracts of employment / salary payments (RBS financial system)
<b>68</b>	HR procedures and policies adopted	<b>Y</b>	PASL are appointed HR advisers
<b>69</b>	Training policy and record for staff and elected Members	<b>Y</b>	Evidenced in files
<b>70</b>	Qualified Clerk		Clerk holds CiLCA qualification.
<b>71</b>	Annual appraisal undertaken	<b>Y</b>	Undertaken May 2021.
<b>72</b>	Job description up to date / reviewed	<b>Y</b>	Undertaken May 2021.
<b>73</b>	H&S review of staff workstation & PC equipment undertaken	<b>Y</b>	Annual review

	<b>General</b>	<b>Y/N</b>	<b>Comments &amp; Recommendations</b>
<b>74</b>	Have previous audit issues been addressed	<b>n/a</b>	
<b>75</b>	Eligible for GPC	<b>Y</b>	Qualified Clerk and at least 2/3 Members elected
<b>76</b>	Back up of files adequate	<b>Y</b>	All files are backed up (daily) and to cloud.
<b>77</b>	Storage of files adequate	<b>Y</b>	As above
<b>78</b>	Arrangement for inspection of public records adequate	<b>Y</b>	Access is in line with Audit regulations

	<b>Burial Authority</b>	<b>Y/N</b>	<b>Comments &amp; Recommendations</b>
<b>79</b>	Income for burials/permits balance	<b>Y</b>	All records stored securely in fireproof safe.
<b>80</b>	Fees charged in accordance with approved rates	<b>Y</b>	Available on website. Income evidenced in files.
<b>81</b>	A legible plan of all burials is evident and maintained	<b>Y</b>	Maintained and updated – entries onto master document / stored in fireproof safe
<b>82</b>	Statutory records kept / stored safely	<b>Y</b>	Stored in fireproof safe
<b>83</b>	All interred ashes have certificates of cremation	<b>Y</b>	Evidenced in files
<b>84</b>	Permits properly documented and stored	<b>Y</b>	See 81 above

	<b>Allotment Authority</b>	<b>Y/N</b>	<b>Comments &amp; Recommendations</b>
<b>85</b>	Income for allotment rentals balance	<b>Y</b>	Evidenced in files with invoicing/payments identified within RBS Software / printouts / bank statements Adequate reporting to Council
<b>86</b>	Fees charged in accordance with approved rates	<b>Y</b>	Evidenced in files with invoicing/payments identified within RBS Software / printouts / bank statements Monthly reporting to Council
<b>87</b>	Up to date occupancy details kept and securely retained	<b>Y</b>	Evidenced in files – securely stored
<b>88</b>	Agreements/licences issued to all plot holders	<b>Y</b>	Evidenced in files – securely stored

Mr S Fletcher  
IMO; Dip Ed (MA); CiLCA; MILCM; PSLCC  
13<sup>TH</sup> January 2021

