

Internal Audit Report for The Orchards & Margaret Marsh Parish Council for the Financial year April 2018 – March 2019

This audit is carried out at the request of Mrs Rosanne Jacques – Parish Clerk

Documents used to conduct the audit

Minutes of meetings held
Bank statements/Cheque books/Cash book
Administrative & Financial Regulations
Asset Register
Risk Registers
Insurance Documents

Minutes

The minutes of the meetings are well documented and maintained, with all items given due consideration by the council. All regulations have been adhered to regarding authorisation for payments.

Insurance

Parish Council Insurance Policy No: YLL2720278713 refers covering the period of 1st June 2018 to 31 May 2019

Risk Register

The risk register was presented and adopted at the meeting held on 20th November 2018. Minute 128 refers.

Asset Register

A draft assets register of all parish council owned assets together with estimated valuations for insurance purposes was presented at the 20th November 2018 meeting. Minute 128 refers.

Accounts

A draft precept was presented at the meeting held on 21st November 2018. After discussion it was agreed to set a precept of £1656.00 for the year 2018 – 2019. Minute 99 (b) refers.

VAT

VAT claim of £56.46 was received on 12th February 2019.

Audit checks on the following:-

- All Cash Book to Cheque Book
- Cheque Numbers and amount to Bank Statement
- Cash Book to Invoices
- Cash Book to Minutes

Audit checks were made on all incomes and expenses for the period of April 2015 to March 2016. All records were found to be accurate and correct. Examples:-

Income	Month	Paying In Slip No	Amount (£)
	Apr 18	NDDC	828.00
	Sep 18	NDDC	828.00
	Feb 19	HMRC	56.46