

Report for the Accounting Period Year end March 2017

Internal Control	Test	Yes/No	Action
Proper Bookkeeping	Has the cashbook been maintained and kept up to date?	YES	
	Is the cashbook arithmetic correct?	YES	
	Has the cashbook been regularly balanced?	YES	
Standing Orders and financial regulations adopted and applied; and b) payments controls	Has the council formally adopted standing orders and financial regulations?	YES	
	Has a Responsible finance officer been appointed with specific duties?	YES	
	Have items or services above the de minimus amount been competitively purchased?	YES	
	Are payments in the cashbook supported by invoices, authorised and minuted?	YES	
	Has VAT on payments been identified, recorded and reclaimed?	YES	
	Is s137 expenditure separately recorded and within statutory limits?	YES	
Risk management arrangements	Does a review of the minutes identify any unusual financial activity?	NO	
	Do minutes record the council carrying out an annual risk assessment?	YES	
	Is insurance cover appropriate and adequate?	SEEMS APPROPRIATE	
	Are internal financial controls documented and regularly reviewed?	YES	
Budgetary Controls	Has the council prepared an annual budget in support of its precept?	YES	
	Is actual expenditure against the budget regularly reported to the council?	YES	
	Are there any significant unexplained variances from budget?	NO	
Income Controls	Is income properly recorded and promptly banked?	YES	
	Does the precept recorded agree to the Council Tax authority's notification?	YES	
	Are security controls over cash and near-cash adequate and effective?	YES	
Petty Cash procedures (where relevant)	Is all petty cash spent recorded and supported by VAT invoices/receipts?	YES	
	Is petty cash expenditure reported to each council meeting?	YES	
	Is petty cash reimbursement carried out regularly?	YES	
Payroll Controls	Do all employees have contracts of employment with clear terms and conditions?	YES	
	Do salaries paid agree with those approved by the council?	YES	
	Are other payments to employees reasonable and approved by the council?	YES	
	Have PAYE/NIC been properly operated by the council as an employer?	N/A	
Assets controls	Does the council maintain a register of all material assets owned or in its care?	YES	
	Are the assets and investments registers up to date?	YES	
	Do asset insurance valuations agree with those in the asset register?	YES	