

Odell Parish Council Internal Audit Report 2016/2017

Internal Audit Carried out 9 May 2017 by Karen Julie Betts

I confirm I am independent and a competent person to carry out this Audit.

I have no involvement in or responsibility for the financial decision making, management or control of Odell Parish Council.

I understand basic book-keeping and accounting processes, the role of internal audit in reviewing systems, awareness of relevant risk management issues, and an understanding of proper practices in relation to governance and accounting requirements within the legal framework and powers of smaller authorities.

As requested, I carried out an Internal Audit on the Parish Council's financial and administrative procedures on the 9 May 2017 when I examined the Council's financial records and Council Minutes for the financial year 2016-2017 following the procedures set out in the NALC/SLCC publication Governance and Accountability for Smaller Authorities in England, 2017.

On the basis of the records and documents I examined, I conclude that the Council complies with the relevant procedures and controls which I would expect to be in operation during this financial year and, in particular, with the provisions of the Accounts and Audit Regulations 2015. My comments are as follows and are set out in accordance with the criteria laid down in the Annual Return, in summary:

A.	Appropriate accounting records have been kept properly throughout the year	Yes
B.	This smaller authority met its financial regulations, payments were supported by invoices, expenditure was approved and VAT appropriately accounted for	Yes
C.	This smaller authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these	Yes
D.	The precept or rates required resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate	Yes
E.	Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT appropriately accounted for	Yes
F.	Petty cash payments were properly supported by receipts, expenditure was approved and VAT appropriately accounted for	N/A no petty cash held
G.	Salaries to employees and allowances to members were paid in accordance with Council approvals, and PAYE and NI requirements were properly applied	Yes
H.	Asset and investment registers were complete, accurate and properly maintained	Yes
I.	Periodic bank account reconciliations were properly carried out	Yes
J.	Accounting statements prepared during the year were prepared on the correct accounting basis (receipts & payments or income & expenditure),	Yes

	agreed to the cash book, were supported by an adequate audit trail from underlying records, and where appropriate debtors & creditors were properly recorded.	
K.	Trust funds (including charitable). The council met its responsibilities as a Trustee.	Yes

Advisory Notes

The following notes are for information only and are intended to draw the Parish Council's attention to wider issues for consideration:

Smaller Authorities (Transparency Requirements) (England) Regulations 2015/494

From 2017 Councils with a turnover of less than £25k will be exempt from External Audit. Instead, they will be subject to the terms of this new legislation, which is mandatory from 1/4/15 and includes requirements for publishing specific information on Parish Council websites.

Odell Parish Council has complied with the Smaller Authorities (Transparency Requirements) (England) Regulations 2015/494 by publishing the following information on their website.

- a) Details of transactions over £100
- b) Full end of year accounts
- c) Annual Governance Statement
- d) Internal Audit Report
- e) List of Councillor responsibilities
- f) List of Assets
- g) Draft minutes of all meetings within one month of meeting
- h) Meeting agendas & papers 3 days before meetings

I am satisfied that the Council is well run, effectively and efficiently organised and meets the various legislative and other standards required of it. I have therefore signed-off the Annual Return on this basis.



Julie Betts, Internal Auditor
9 May 2017