

Annual Internal Audit Report 2017/18

SANDHURST PARISH COUNCIL

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation during the financial year ended 31 March 2018.

The internal audit for 2017/18 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process, progress against the budget was regularly monitored, and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked, and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			✓
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		

K. (For local councils only)	Yes	No	Not applicable
	Trust funds (including charitable) – The council met its responsibilities as a trustee.		

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

16/05/18

Name of person who carried out the internal audit

SUE HAMMAN

Signature of person who carried out the internal audit



Date

16/05/18

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: if the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Explanation of variances – pro forma

Name of smaller authority: SANDHURST

County area (local councils and parish meetings only): GLoucestershire

Please provide **full explanations, including numerical values**, for the following:

- variances of more than 15% between totals for individual boxes (except variances of less than £200);
- a breakdown of approved reserves if the total reserves (Box 7) figure is more than twice the annual precept/rates & levies value (Box 2).

Section 2	2016/17 £	2017/18 £	Variance £	Variance %	Detailed explanation of variance (with amounts £)
Box 2 Precept or Rates and Levies	4960	5059	99	0	
Box 3 Total other receipts	578	983	405	41	VAT £793 WAXCAGES £140 FEES (2x) £50
Box 4 Staff costs	2111	1927	184	9.5	
Box 5 Loan interest/ capital repayments	0	0	0	0	
Box 6 All other payments	7123	2344	4779	203	2016/17 EXP VILLAGE HALL 1500 CHURCH 293 ACFB 880 WASTE 120 FERRARIS 657 CCIV 650
Box 9 Total fixed assets & long term investments & assets	0	0	0	0	
Box 10 Total borrowings	0	0	0	0	
Explanation for 'high' reserves	Box 7 is more than twice Box 2 because the authority held the following breakdown of reserves at the year end.				

Bank reconciliation – pro forma

Name of smaller authority: SANDHURST PARISH COUNCIL

County area (local councils and parish meetings only): GLOUCESTERSHIRE

Financial year ending 31 March 2018

Prepared by PFCA (Name and role)

Date 12/5/18

Balance per bank statements as at 31 March 2018:

E

E

6688

Petty cash float (if applicable)

Less: any unpresented cheques at 31 March 2018

132.68
17.50

150.18

Add: any un-banked cash at 31 March 2018

6537.82

Net balances as at 31 March 2018 (Box 8)

6538

The net balances reconcile to the Cash Book (receipts and payments account) for the year, as follows:

CASH BOOK:

Opening Balance 1 April 2017 (Prior year Box 8)

4767

Add: Receipts in the year

6042

Less: Payments in the year

4071

Closing balance per cash book [receipts and payments book] as at 31 March 2018 (must equal net balances above – Box 8)

6538

(See [example](#) for guidance if required)