

ELMSWELL PARISH COUNCIL

19.12.14 refers

Pro-forma for the annual review of the Council's systems of internal control of the stewardship of the Council's finances, governance and resources to be carried out on 08.01.2019 by the Chairman and Vice Chairman of Council together with Cllr Roots as authorised Minutes ref. 19.11.20

1	<i>The inspecting councillors will satisfy themselves that:</i>	<i>by reference to:</i>	<i>observations</i>
1.1	Standing Orders are in place, any amendments to those Orders duly minuted and revisions copied to councillors.	<i>Recent practice including change to NALC Model Standing Orders ; Confirmation that all Cllrs. issued with any revised document.</i>	
1.2	The Clerk is properly appointed as Responsible Finance Officer and, including for the Assistant Clerk, undertakes professional development sufficient to maintain an up to date grasp of relevant current legislation and good practice including the appropriate recording of delegated decisions and actions.	<i>Financial Regulations 1.8 Clerk's Job Description CiLCA qualification + Sec. 7 module H&S qualification via SALC Training & CPD sessions etc as appropriate</i>	
1.4	Contracts & Tenders have been dealt with in compliance with relevant Standing Orders.	<i>Financial overview document to identify expenditures of size & nature to require reference to S.O's & Financial Regulations paras. 11 & 12. Paper trail interrogated as necessary to ensure compliant process where appropriate.</i>	
1.5	Risk assessments are adequate, including loss of data, and any shortcomings noted by the Internal Auditor are adequately addressed.	<i>RA files; Note confirmation at 19.05.07</i>	
1.6	The insurance policies in place are adequate and appropriate.	<i>Insurance files. Reference to recently settled Jubilee Hall roof claim Awareness of emerging need for cover at Wesley / Greene King site</i>	

1.7	The Council's unallocated reserves are adequate	<i>Monthly financial reports as tabled at ordinary meetings.</i>	
1.8	The Assets Register is an accurate reflection of the Council's property and is, where appropriate, the basis of proper insurance cover.	<i>Assets register as published on web site Note Annual Meeting approval of accounts, including relevant Register extracts at 19.05.06</i>	
1.9	Minutes of Council and Committee meetings are properly maintained and available and demonstrate no unusual financial activity.	<i>Current practice; Minutes file; Up to date copies on web site</i>	
1.10	They are aware of the possibility of fraud , of actions against the Council by employees, of the need for proper security of data, files and personal information.	<i>Password protected computers requiring individual USB device for access Data Protection registration, automatic annual renewal by Direct Debit Recent measures to address vulnerabilities posed by increased use of on-line payments / internet banking</i>	
1.11	Council is complying with the relevant requirements of the Local Government Transparency Code 2015 as it relates to annual income / expenditure.	<i>Not applicable given t/o in excess of lower threshold; noted compliance in most regards as representing good practice. Note current Scribe accounting package works day-to day on R&P basis allowing that income / expenditure levels will require filing in Annual Return as I&E. New Scribe accounts package make this transition automatic.</i>	
2	<i>The inspecting councillors will satisfy themselves that:</i>	<i>by reference to</i>	<i>observations</i>
2.1	The computer generated accounts are regularly published, available to Councillors & public and that Bank reconciliations are regularly published and that the published figures tally with the bank statements.	<i>1 month chosen at random and cross-checked with figures published for monthly Council meetings Confirm that Chairman now signs actual bank statements as showing accurate relationship with published figures & computer printouts at monthly meetings as per specific agenda item which is minuted.</i>	

2.2	All income due is received.		
2.3	All due payments are properly made.		
3	<i>The inspecting Councillors will satisfy themselves that;</i>	by reference to	observations
3.1	Year-end accounts are prepared on the correct accounting basis.	Annual Return	
2.2.1	1 or more Interment chosen at random and checked as to correct fees charged and fees collected and banked;		
2.2.2	1 or more allotment chosen at random and checked as to correct fees charged and fees collected and banked;		
2.2.3	Cross-checks made at random on income as shown on published monthly account schedules re BMA, Station rent to confirm proper payment made and banked;		
2.2.4	The precept agreed by Council was properly registered and received.		
2.2.5	CIL income identified as being ring-fenced and related expenditures as properly made on capital items only.		
2.3.1	Random check(s) made on staff payments to confirm debit from Council's account and that such payments are as agreed by Council;		
2.3.2	Random check(s) made on payments to contracted agencies – cemetery maintenance, Crown Mill maintenance to confirm debit from Council's account;		
2.3.3	Random check(s) made on general expenditures to confirm sound paper trail from invoice to bank statement;		
2.3.4	Check(s) on the audit trail relating to vat-able supplies to confirm VAT claimed and received;		
2.3.5	Random check(s) made on allowances made to Councillors and Clerk in respect of travel or other authorised activities;		
2.3.6	Random check(s) made on expenses paid to the Clerk or to Councillors to confirm that the expenditure is properly made and authorised;		
2.3.7	Random check(s) on any expenditures made under s137 to confirm that these are properly made and recorded		
2.3.8	Random check(s) to confirm that PAYE / NIC is properly calculated, recorded and paid		

3.2	Funds are appropriately deposited to maximise interest without jeopardising liquidity	Co-op bank statements Deposit Account statements	
3.3	That debtors and creditors are properly recorded	<i>Noting that Council makes no supplies, no invoices are issued and no debtors ensue. Money that is owed would be attributable to small areas of financial activity, well policed in themselves, such as allotments / cemetery. Creditors are paid immediately and turnover is relatively low. Outstanding purchase invoices show on the accounts package The end of year Balance Sheet is the formal check and, historically, this shows only invoices issued close to the Year End not yet processed.</i>	
4	<i>The inspecting councillors will satisfy themselves that:</i>	<i>by reference to</i>	<i>observations</i>
4.1	Contracts of employment are in place for all employees.	Individual contract documents	
5	<i>The inspecting Councillors will satisfy themselves that, over and above the review of financial matters, the following will be tested as they deem appropriate and their findings on this section will form part of the report to Council.</i>	<i>by reference to</i>	<i>observations</i>
5.1	That the cemetery records are up to date and accurate. That the cemetery regulations and fees are appropriate	Cemetery Register, alphabetical files Cemetery Regulations Scale of Cemetery fees	

5.2	That the allotment lettings are managed properly and that the relevant regulations and fees are appropriate.	Allotment plan, letting agreements	
5.3	That dealings with external agencies , particularly SCC &MSDC, are effective, efficient and appropriate.	Examples include: SCC lighting / highways MSDC Waste & recycling / Christmas trees SALC / SLCC / Police	
5.4	That dealings with the Council's employees and retained contractors are proper, effective and efficient	Includes management of; Assistant Clerk, Blackbourne caretaker, Village Warden, Handyman, Grave digger, Cemetery maintenance contractor, Electrical plumbing & heating contractors, grass cutting contractor including MSDC Tree / hedge maintenance contractor, SCC grass cutting NB re-allocation of CSW tasks	
5.5	That office practices are such as to provide an appropriately efficient and accessible service to the public and provide an efficient service to the Council .	Hours of opening & accessibility to public Telephone / answering machine monitoring Appointments with public Cover during Clerk's absence Quality & range of advice offered Agendas & relevant papers Access to Clerk	
6	<i>The inspecting Councillors will satisfy themselves that arrangements for the internal Audit by others are adequate</i>	<i>by reference to</i>	<i>observations</i>
6.1	The Internal Auditor appointed by Council is independent of the Council, suitably qualified and appointed on the basis of a letter of engagement which clearly sets out the scope of the audit.	<i>Heather Heelis approved ref. 19.11.19</i>	

6.2	The details of the Internal Audit are appropriately available to all Councillors and that there is a Resolution of Council confirming this.	19.05.08 refers	
7	<i>The inspecting Councillors will review the External Auditors report for year ended 31.03.19</i>	<i>by reference to:</i>	<i>observations</i>
7.1	Satisfying themselves that the report gives rise to no concerns regarding relevant legislation and regulatory requirements.	PKF Littlejohn External Audit Report and Certificate 2018/19 relevant Minutes refer at 19.05.10 / 11	
7.2	Note action required relating to the comments from the Auditor	PKF Littlejohn External Audit Report and Certificate 2018/19 relevant Minutes refer at 19.05.10 / 11	
7.3	Note action required from the notes appended by the Auditor which do not affect the Opinion.	PKF Littlejohn External Audit Report and Certificate 2018/19 relevant Minute refers at 19.05.10 / 11	
8	<i>The inspecting Councillors will note any observations from the Clerk relating to any aspect of the accounts or governance relating to the year under audit and going forward.</i>	<i>by reference to</i>	<i>observations</i>
8.1	Clerk's input invited		
9	Recommendations to be noted		

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