

Internal Audit Report for Welney Parish Council for financial year 2019/20

Accounting Procedure

Accounts are prepared on a receipts and payments basis. Totals in the accounts agreed with totals in cash book.

Risk Management

The activities of the council have been very inconsistent and no Financial Risk Assessment has been adopted. Financial Regulations were adopted in February 2019 but no system of internal control has been put in place. No financial documents are available to view on the website and no completed AGAR for any year.

Standing Orders & Financial Regulations

Standing Orders and Financial Regulations were reviewed and adopted in February 2019.

Budget & Precept

No budget was prepared in 2019. At a full council meeting on 14 January 2020 the Chairman proposed a reduction of £200 in the precept and was agreed by the meeting but no discussion or budget requirements were minuted.

Petty Cash

No petty cash system is currently operated.

Salaries & HMRC returns

The employee's monthly salary and expenses are paid in accordance with Council approvals. The Clerk uses Stephenson Smart Chartered Accountants for payroll.

Income

Income is from Precept and VAT reclaim, although no VAT reclaim has been recorded for 2019.

Asset Controls

No asset register is currently in place.

The accounts were prepared by the previous RFO who departed in June 2020 before completing the AGAR 2019/20. The AGAR 2019/20 was signed by the new Clerk/RFO who came into post on 6 June 2020. The new Clerk/RFO has introduced SCRIBE as the councils accounting package and has done well with the few documents, evidence and accounts to update the records accordingly. The new Clerk/RFO is keen to ensure all recommendations and procedures are put into place from the Internal Auditor's report but the Internal Auditor has said that the Clerk needs full corporation and support from the council to move this forward.

Helen Carrier

Date of Internal Audit : 13 August 2020