
INTERNAL AUDIT REPORT 2018/19
NEWBOLD ASTBURY CUM MORETON PARISH COUNCIL

The internal audit of Newbold Astbury Cum Moreton Parish Council was undertaken using the following tests specified by the Audit Commission in Section 4 of the Annual Return for Local Councils in England and Wales:

- A) Appropriate accounting records have been kept throughout the year.
- B) The Council's financial regulations have been met, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.
- C) The Council assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.
- D) The annual precept requirement, resulted from an adequate budgetary process; progress against budget was regularly monitored; and reserves 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 Council approvals, and PAYE and NI requirements were properly applied.
- H) Assets 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 & payments), agreed to the cash book, were supported by an adequate audit trail from underlying records, and where appropriate debtors and creditors were properly recorded.

Regarding item G), I believe that PAYE is administered through third parties (Cranage Parish Council and a payroll agency). As such, I have not had the opportunity to examine the working documents used for calculating income tax and NIC. However, as Cranage PC is subject to separate audit arrangements, I am satisfied that these documents will be inspected during the audit of that body. As Astbury PC is the employer and has the duty to ensure PAYE requirements are met, the Council may wish to seek an assurance from the payroll administrator that PAYE and NI requirements were properly applied.

On the basis of the internal audit work carried out, which was limited to the tests listed above, in my view the Council's system of internal controls is in place which is adequate for purpose and is effective.

