

Internal Audit Report  
For  
Swafield and Bradfield Parish Council  
Financial Year 2020-2021

Prepared by  
R M Calvert  
19 April 2021

I have completed an internal audit of the accounts for Swafield and Bradfield Parish Council for the year ending 31 March 2021

I would like to thank the Clerk/RFO for providing me with all the information required for the Internal Audit.

Internal control	Test	Observations
Proper bookkeeping	Is the cashbook maintained and up to date?	Yes
	Is the cashbook arithmetically correct?	Yes
	Is the cashbook regularly balanced?	Yes
Standing Orders, Financial Regulations and payment controls	Has the council formally adopted Standing Orders and Financial Regulations?	Yes
	Date Standing Orders last reviewed	2019 to be reviewed 2021
	Date Financial Regulations last reviewed	2019 to be reviewed 2021
	Has a Responsible finance officer been appointed with specific duties?	Yes - Clerk is the RFO (contract of employment)
	Have items or services above the de minimus amount been competitively purchased?	N/A
	Are payments in the cashbook supported by purchase orders, invoices, authorised and minuted?	Yes
	Have legal powers been identified for purchases	Not applicable during the year under review
	Has VAT on payments been identified, recorded and reclaimed?	Yes. VAT invoices made out to Swafield and Bradfield PC
	Is s137 expenditure separately recorded and within statutory limits?	N/A
Have S137 payments been approved and included in the minutes as such?	Not applicable during the year under review	
Risk management arrangements	Does a review of the minutes identify any unusual financial activity?	Nothing identified
	Do minutes record the council carrying out an annual risk assessment or review of their risk management scheme?	Risk Assessment and Risk Management to be reviewed
	Is insurance cover appropriate and adequate?	Yes
	Are internal financial controls	

	documented and regularly reviewed?	Yes
Budgetary controls	Has the council prepared an annual budget in support of its precept and has this been minuted as being approved?	Yes Minute: 19.73 Nov 2019
	Has the precept been calculated from the budget and been approved?	Yes
	Does the budget include an actual completed year?	Yes
	Is actual expenditure against budget regularly reported to the council?	No
	Are there any significant unexplained variances from budget?	No
Income controls	Is income properly recorded and promptly banked?	Yes
	Does the precept recorded agree to the Council Tax authority's notification?	Yes
	Are security controls over cash and near-cash adequate and effective?	N/A
Payroll controls	Do all employees have contracts of employment with clear terms and conditions?	Yes
	Do salaries paid agree with those approved by the council?	Yes
	Are salaries above the National Living Wage/Minimum Wage?	Yes
	Are other payments to employees reasonable and approved by the council?	Yes
	Have PAYE/NIC been properly operated by the council as an employer?	Yes
Asset controls	Does the council maintain a register of all material assets owned or in its care?	Yes
	Where appropriate, are these inspected annually	Inspection not recorded in the minutes
	Are the assets and Investments registers up to date? When were these last reviewed?	Yes
	Do asset insurance valuations agree with those in the asset register?	
Bank reconciliation	Is there a bank reconciliation for each account and is this reported to council?	Yes
	Is a bank reconciliation carried out	Yes

	regularly and in a timely fashion?	
	Are there any unexplained balancing entries in any reconciliation?	No
	Is the value of investments held summarised on the reconciliation?	No
Year-end procedures	Are year-end accounts prepared using the correct accounting basis (Receipts and Payments or Income and Expenditure)?	Yes
	Do accounts agree with the cash book?	Yes
	Has a year-end bank reconciliation been undertaken?	Yes
	Is there an audit trail from underlying financial records to the accounts?	Yes
	Where appropriate, have debtors and creditors been properly recorded?	N/A
Procedural	Have the minutes been signed by the chairman	Originals not seen
	Has the chairman initialled each page of the Minutes book	Originals not seen
	Has the chairman signed the year end bank reconciliation	To be signed at the Annual Meeting 2021
	Is eligibility for the General Power of Competence properly evidenced?	N/A
	Have points raised on the last Internal Audit report been considered by council and actioned?	Comments were noted
Transparency: For smaller councils with turnover under £25,000	Minutes for whole year on website?	Yes
	Agendas for whole year on website?	Yes
	Payments over £100 on website?	Yes (in the minutes)
	Electors' rights advertised on website?	Yes
	Councillors' responsibilities detailed on website?	Yes
	Last financial year's Annual Return on website?	Yes
	Land and building assets details on website? (Description, location, owner/leaseholder, date and cost of acquisition and present use)	Yes - 2019



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Signed

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Date