

Internal Audit Checklist for Watlington Parish Council
Year Ended 31st March 2020

Name of Council	Watlington Parish Council	Name of Clerk to Council	Kristina Tynan
Number of Councillors	11	Name of RFO (if different)	
Quorum	3 or 1/3rd, whichever is the greater	Precept (for Audit Year)	132626
Electorate	2139	Gross Budgeted Income	132890

Key policies and procedures Documentation Review

		Adopted	Last Review						Next Review		Annual Review	Recommendations
			Date	Prepared by	Approved by	Key Changes	On website	Copy Taken	Due	Key Changes proposed		
1	Governance											
1.1	Standing Orders	15/11/2019	15/11/2019	Clerk/ Chair / Vice Chair	Council	Minor			Nov-20	Covid	Nov	Need to ensure impact of Covid
1.2	Financial Regulations	30/09/2018	30/09/2018	"	Council				Nov-20	Per OALC		Per OALC
1.3	Committee Terms of Reference	30/09/2019	30/09/2019	Committee Ch	Council	Allotments changed management/ Others only minor			Nov-20		Nov	
1.4	Risk Register	23/04/2018	23/04/2018	Clerk / Chair	Council				Nov-20	Covid	Nov	Need to ensure impact of Covid
1.5	Statement of Internal Control	01/03/2020	01/03/2020	Clerk	Council	New policy		Yes	Mar-21		March	
1.6	Complaints procedure	01/02/2011										Needs Reviewing
1.7	Code of Conduct	20/12/2012				Only changed if directed by SODC		Yes				
1.8	Equal Opportunities	01/04/2019		Clerk	Council						April	
1.9	Reserves Policy	01/02/2019		Clerk	Council							
1.10	Model Publication Scheme / Foi	30/04/2018										
1.11	Emergency Plan	Feb-20		Clerk / assistant	Council			Yes				

1	Bookkeeping			Comments and Recommendations
1.1	Ledger maintained and up to date?	Yes	No	No Bought Ledger / Receipts and Payments only
1.2	Arithmetic Correct?	Yes	No	
1.3	Evidence of Internal Control	Yes	No	Internal Audit
		Yes	No	Risk Assessment Policy
		Yes	No	Statement of Internal Control
		Yes	No	Budgetary Control and Monitoring
		Yes	No	Bank Reconciliation review by Council

1.4	VAT Evidence, recording and reclaimed	Yes	No	
1.5	Payments in ledger supported by invoices, authorised and minuted	Yes	No	
1.6	Is S137 expenditure separately recorded within statutory limits?	Yes	No	
1.7	Is S137 expenditure of direct benefit to the electorate	Yes	No	

2	Due Process			Comments and Recommendations
2.1	Standing Orders adopted since 2019	Yes	No	
2.2	Standing Orders reviewed Annual Meeting?	Yes	No	
2.3	Financial Regulations adopted?	Yes	No	
2.4	Financial Regulations properly tailored to Council?	Yes	No	
2.5	Equal Opportunities policy adopted?	Yes	No	
2.6	RFO Appointed?	Yes	No	Clerk is also RFO. Confirmed in Contract of Employment
2.7	List of Members interests held?	Yes	No	
2.8	Agendas signed, informative and displayed with 3 clear days notice	Yes	No	
2.9	Purchase Orders raised for Expenditure?	Yes	No	
2.10	Purchasing authority defined in Financial Regulations?	Yes	No	
2.11	Legal powers in minutes and/or ledger?	Yes	No	
2.12	Committee terms of reference exist and have been reviewed	Yes	No	

3	Risk Management			Comments and Recommendations
3.1	Does a scan of the minutes identify any unusual financial activity?	Yes	No	
3.2	Is an annual risk assessment carried out?	Yes	No	
3.3	Is insurance cover appropriate and adequate	Yes	No	
3.4	Evidence of annual Insurance review?	Yes	No	
3.5	Internal financial controls documented and evidenced?	Yes	No	
3.6	Minutes initialled, each page identified and overall signed?	Yes	No	
3.7	Regular reporting and minuting of bank balances?	Yes	No	
3.8	S137 expenditure minuted?	Yes	No	

4	Budget			Comments and Recommendations
4.1	Annual budget prepared to support precept?	Yes	No	
4.2	Has budget been discussed and adopted by council?	Yes	No	
4.3	Any reserves earmarked?	Yes	No	
4.4	Any unexplained variances from budget?	Yes	No	

4.5	Precept demand correctly minuted?	Yes	No	
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5	Payroll - clerk			Comments and Recommendations
5.1	Contract of employment	Yes	No	
5.2	Tax code issued / contracted out?	Yes	No	
5.3	PAYE/NI Evidence?	Yes	No	
5.4	Pension - NEST evidence?	Yes	No	
5.5	Has Council approved salary paid	Yes	No	
5.6	Other payments reasonable and approved by Council?	Yes	No	

6	Payroll - Other			Comments and Recommendations
6.1	Contracts of Employment	Yes	No	
6.2	Does the council have employers liability cover?	Yes	No	
6.3	Tax codes issued	Yes	No	
6.4	Minimum wage paid?	Yes	No	
6.5	Disciplinary, grievance & complaints procedures in place?	Yes	No	

7	Asset Control			Comments and Recommendations
7.1	Does the council keep a register of all material assets owned?	Yes	No	
7.2	Is the asset register up to date?	Yes	No	
7.3	Value of individual assets included?	Yes	No	
7.4	Inspected for risk and health and safety?	Yes	No	

8	Bank Reconciliation			Comments and Recommendations
8.1	Is there a bank reconciliation for each account?	Yes	No	
8.2	Reconciliation carried out on receipt of statement?	Yes	No	
8.3	Any unexplained balancing entries in any reconciliation?	Yes	No	
8.4	Is the bank mandate up to date?	Yes	No	Recommend extending online authority to include 2nd signatory

9	Year-end Procedures			Comments and Recommendations
9.1	Year end accounts prepared on correct accounting basis	Yes	No	
9.2	Bank statements and ledger reconcile?	Yes	No	
9.3	Underlying financial trail from records to presented accounts?	Yes	No	
9.4	Where applicable, debtors and creditors properly recorded?	Yes	No	
9.5	Has Council agreed, signed and minuted sections 1 & 2 of the Annual Return?	Yes	No	

10	Miscellaneous			Comments and Recommendations
10.1	Have points raised at last years audit been addressed?	Yes	No	
10.2	Has the Council adopted a Code of Conduct since July 2012?	Yes	No	
10.3	Is eligibility for the General Powers of Competence properly evidenced?	Yes	No	
10.4	Are all electronic files backed up?	Yes	No	
10.5	Do arrangements for the public inspection of records exist?	Yes	No	

11	Charities			Comments and Recommendations
11.1	Charities reported and accounted seperately?	Yes	No	
11.2	Have the Charity Accounts been seperately audited?	Yes	No	
11.3	Have the Charity Accounts and Annual Return been filed within the legal time limits?	Yes	No	

12	Income Controls			Comments and Recommendations
12.1	Is income properly recorded and promptly banked?	Yes	No	
12.2	Does the precept recorded agree to the Council Tax authority's notification?	Yes	No	
12.3	Are security controls over cash adequate and effective?	Yes	No	

13	Petty Cash			Comments and Recommendations
13.1	Is all petty cash spent recorded and supported by VAT receipts where applicable?	Yes	No	
13.2	Is petty cash expenditure reported to the council?	Yes	No	
13.3	Is petty cash reimbursement carried out regularly?	Yes	No	