

BOUGHTON UNDER BLEAN PARISH COUNCIL

INTERNAL AUDIT REPORT 2016-17

I am pleased to report to Members of the Parish Council that I have completed my internal audit of the Parish Council's records for 2016-17 and have been able to complete Section 4 of the 2016-17 Annual Return.

Members should be aware that the audit tests that I undertook during the audit cannot be relied on to identify the occasional omission or insignificant error, nor to disclose breaches of trust or statute, neglect or fraud which may have taken place and which it is the responsibility of the Members of the Council to guard against through the Parish Council's internal control procedures.

Members will be pleased to know that I did not find anything major in my financial audit to report and that I found the record keeping to be of a good standard and the Parish Council's approach to the management of risks to be sound. As a result of my audit and my discussion with your Clerk I was able to answer 'YES' to all the relevant questions contained in Section 4 of the Annual Return for 2016-17.

I would like to take this opportunity to thank your Clerk for the assistance given to me in the conduct of the audit that took place on 8 May 2017.

PREVIOUS AUDITS:

External Audit Certificate 2015-16:

The External Audit Certificate for 2015-16 (Section 3 of the Annual Return) was unqualified. The External Auditor did not raise any minor matters on the audit certificate. While reported to the Council the auditor's certificate was not explicitly considered by it which appears to be contrary to the requirements of the Accounts & Audit Regulations 2015. I have discussed this matter with the Clerk and in future the auditor's certificate and report will be put to the Council as an agenda item

Internal Audit 2015-16:

There are no matters outstanding from the 2015-16 audit.

FINDINGS THIS VISIT:

During the visit I carried out sufficient work to enable me to complete Section 4 of the Annual return which included reading the minutes, checking the accounting records including the cashbook, payroll, VAT records, bank statements and bank reconciliations with the cashbook. I also reviewed the asset register and insurance schedule.

I found all the financial records to be accurate and up to date. There were no unexplained entries in the bank reconciliations.

The insurance schedule covers all the main areas adequately including Fidelity Guarantee. I have noted that the Council has an extensive schedule of outdoor items covered under all risks.

The council is the sole trustee to the Boughton under Blean Village Hall charity. Currently the activities of the charity are not included in the Council's annual return and the Clerk has asked me whether they should be so included. I am unable to give a definitive answer at this stage but will research the problem and report back. The Clerk also discussed with me the Council's responsibilities in respect of the charity which is run by a local committee with Council representation. Broadly, the Council has a duty as trustee to ensure that the charity is managed in accordance with public law and Charity Commission requirements and that will include a duty to obtain such information and responses to questions that would enable the Council to satisfy itself that the charity is being run appropriately.

Lionel Robbins
Independent Internal Auditor
14 May 2017