

FOXTON PARISH COUNCIL

SECTION		IN PLACE	NOTES	PARISH COUNCIL / INTERNAL AUDITOR ACTIONS
	ANNUAL RETURN	Y		
	FIGURES CORRECT		AGAR BOXES 1-6 DON'T EQUAL BOX 7/8 (£1 ROUNDING)	
	TRANSPARENCY CODE (£25K/200K)	NA		
A	APPROPRIATE BOOKS OF ACCOUNT HAVE BEEN KEPT PROPERLY THROUGHOUT THE YEAR.			
	CASH BOOK	Y		
	UPDATED REGULARLY	Y		
	S137 COLUMN	Y		
	SALARIES COLUMN	Y		
	SIGNED AT YEAR END		NOT CHECKED AT THIS IIA	
	INDIVIDUAL ENTRIES	Y		
	VAT COLUMN	Y		
	NET/ GROSS / VAT	Y		
B	THE COUNCIL'S FINANCIAL REGULATIONS HAVE BEEN MET, PAYMENTS WERE SUPPORTED BY INVOICES, ALL EXPENDITURE WAS APPROVED AND VAT WAS APPROPRIATELY ACCOUNTED FOR.			
	FINANCIAL REGS	Y		
	INVOICES	Y		
	CHEQUES SIGNED AS IN F/R	Y		
	APPROVED IN MINS	Y	THERE IS A LOT OF DETAIL IN THE PAYMENT SCHEDULE RELATING TO CLERKS SALARY. MAY 2019 - AGREED THAT R&A WORKING GROUP CAN AUTHORISE PAYMENTS UP TO £250.	THE COUNCIL SHOULD CONSIDER IF THE CURRENT LEVEL OF DETAIL IS REQUIRED IN THE MINUTES
	S137 AMOUNT	Y	S137 LIMIT MONITORED.	
	OTHER			
C	THE COUNCIL ASSESSED THE SIGNIFICANT RISKS TO ACHIEVING ITS OBJECTIVES AND REVIEWED THE ADEQUACY OF ARRANGEMENTS TO MANAGE THESE.			
	STANDING ORDERS	Y		
	RISK ASSESSMENT POLICY	Y		
	COMPLAINTS POLICY	Y		
	PUBLICATION SCHEME (FOI)	Y		
	GDPR / DATA PROTECTION	Y		
	OTHER POLICIES	Y		
	CODE OF CONDUCT	Y		
	DECLARATION OF INTEREST	Y		
	ROSPA/ASSETS CHECKS	Y		
	AGENDAS	Y		
	MINUTES	Y		
	ANNUAL PC MEETING (AGM)	Y	DRAFT ACCOUNTS PRESENTED TO APM. COUNCIL TO NOTE REQUIREMENT FOR AUDITED ACCOUNTS (PREVIOUS YEAR) TO BE PRESENTED.	
	ANNUAL PARISH MEETING (APM)	Y		
	REVIEWED & ACTED ON IA+EA COMMENTS	Y		
	OTHER			
D	THE ANNUAL PRECEPT REQUIREMENT RESULTED FROM AN ADEQUATE BUDGETARY PROCESS; PROGRESS AGAINST THE BUDGET WAS REGULARLY MONITORED; AND RESERVES WERE APPROPRIATE.			
	BUDGET	Y		
	BUDGET APPROVED	Y		
	PRECEPT	Y		
	BUDGET MONITORED	Y		
	RESERVES ADEQUATE	Y		
E	EXPECTED INCOME WAS FULLY RECEIVED, BASED ON CORRECT PRICES, PROPERLY RECORDED AND PROMPTLY BANKED; AND VAT APPROPRIATELY ACCOUNTED FOR.			
	INCOME FULLY RECEIVED	Y		
	SUPPORTING PAPERWORK	Y		
	VAT FULLY CLAIMED	Y		
	INCOME BANKED PROMPTLY	Y		
	CASH BOOK DATE	Y		
F	PETTY CASH PAYMENTS WERE PROPERLY SUPPORTED BY RECEIPTS, ALL PETTY CASH EXPENDITURE WAS APPROVED AND VAT APPROPRIATELY ACCOUNTED FOR.			
	PETTY CASH BOOK	NA		
	PAYMENTS			
	RECEIPTS			
	VAT CLAIMED			
G	SALARIES TO EMPLOYEES AND ALLOWANCES TO MEMBERS WERE PAID IN ACCORDANCE WITH COUNCIL APPROVALS, AND PAYE AND NI REQUIREMENTS WERE PROPERLY APPLIED.			
	EMPLOYEE FORMS (E.G. P60, P45)	Y		
	HMRC RTI	Y		
	EMPLOYEE PAY SLIPS	Y		
	PAYE/NI DISPENSATION	NA		
	OTHER EMPLOYEES	NA		
	CLERK/RFO EMPLOYED	Y		
	PAYMENTS TO HMRC	Y		
	EMPLOYMENT CONTRACTS	Y		
	PROOF OF SALARY	Y		
	WORKPLACE PENSION	Y		
	ANNUAL APPRAISALS	Y		

H	ASSET AND INVESTMENTS REGISTERS WERE COMPLETE AND ACCURATE AND PROPERLY CARRIED OUT.		
	ASSETS LIST	Y	
	INSURANCE	Y	
	REVIEWED AS IN S/O	Y	
I	PERIODIC AND YEAR-END BANK ACCOUNT RECONCILIATIONS WERE PROPERLY CARRIED OUT.		
	PERIODIC BANK RECS	Y	
	YEAR END BANK REC	Y	
J	ACCOUNTING STATEMENTS FOR THE YEAR WERE PREPARED ON THE CORRECT ACCOUNTING BASIS (R&P OR I&E), AGREED TO THE CASH BOOK, WERE SUPPORTED BY AN ADEQUATE AUDIT TRAIL FROM UNDERLYING RECORDS, AND WHERE APPROPRIATE DEBTORS AND CREDITORS WERE PROPERLY RECORDED.		
	I&E / R&P	R&P	
	MATCH CASH BOOK	Y	
	DEBTORS	NA	
	CREDITORS	NA	
	O/S	Y	
	AUDIT TRAIL	Y	
K	IF THE AUTHORITY CERTIFIED ITSELF AS EXEMPT FROM A LIMITED ASSURANCE REVIEW IN 2018/19, IT MET THE EXEMPTION CRITERIA AND CORRECTLY DECLARED ITSELF EXEMPT.		
	UNDER 25K	NA	
	EXEMPTION DECIDED AT MEETING		
	ELIGIBILITY CRITERIA MET		
L	THE AUTHORITY HAS DEMONSTRATED THAT DURING SUMMER 2019 IT CORRECTLY PROVIDED FOR THE EXERCISE OF PUBLIC RIGHTS AS REQUIRED BY THE ACCOUNTS AND AUDIT REGULATIONS.		
	NOTICE OF AUDIT POSTER	Y	
	INSPECTION DATES	Y	
	CONCLUSION OF AUDIT POSTER	Y	
M	TRUST FUNDS (INCLUDING CHARITABLE) THE COUNCIL MET ITS RESPONSIBILITIES AS A TRUSTEE.		
	CHARITY RETURNS	Y	
	TRUST DEED	Y	
	MEETINGS	Y	
	TRUSTEES	Y	
	ACCOUNTS	Y	

Signed:

(Internal Auditor)

Ben Stoehr