

Type of audit	Covering period	Date carried out
Final Review & Internal Audit	April 2018 to March 2019	29/4/19

Internal control	Suggested tests	Result
Proper bookkeeping	Is the cashbook maintained and up-to-date	Yes
	Is the cashbook arithmetically correct	Yes
	Is the cashbook regularly balanced	Yes, monthly
a) Standing orders and Financial Regulations adopted and applied; and b) Payments controls	Has the Council formally adopted standing orders and financial regulations	Yes. Adopted Revised Standing orders to be used in conjunction with the New Standing Orders developed by NACL (M251.7) 10/5/18. Revised Financial Regulations adopted 10/5/18 re: variable DDS & online banking to HMRC (M251.5).
	Has a Responsible Financial Officer been appointed with specified duties	Yes, the Clerk
	Have items or services above a de minimis amount been competitively purchased	Yes, as far as can be ascertained. Quotes for ground and other outside maintenance have been requested from contractors on 11/10/18 for 2019/20 work and contracts awarded. 3 quotes from 3 current contractors received. After a review, current 3 contractors re-appointed for groundwork and orders placed for 2019/20 (M256.6) 8/11/18. Competition for BG contract. Quotes for Burial Ground contract received for contract 1/4/19 to 31/3/22 (M257.1) 13/12/18. Placed with current contractor Lawrence Landscaping at the lowest price (M257.6). Quote for LED lighting requested from 2 current suppliers 11/10/18 (M255.4). Only one responded. Sparkx contracted for maintenance of both Chorley Rd and Bradenham Rd. Price negotiated. Quotes invited for new notice boards 8/11/18.
	Are payments in the cashbook supported by invoices, authorised and minuted	Yes
	Has VAT on payments been identified, recorded and reclaimed	Claim for FY 2017/18 was £3098.56. received 10/5/18. Claim of £4,471.49 made for FY 2018/19 14/3/19.

	Is s137 expenditure separately recorded and within statutory limits	Yes – Poppy wreaths recorded. (M255.5). £500 donation for village clock (M254.4).
Risk management arrangements	Does a scan of the minutes identify any unusual financial activity	No.
	Do the minutes record the Council carrying out an annual risk assessment	No, not by Council. Agenda item for May 2019 for Council discussion. Current Risk Register is dated July 2017. 9/4/18 HAGS did maintenance work on Playground. Completed 10/5/18. 12/7/18 issue with basket swing identified (M253.5). Council resolved to await the ROSPA report before addressing. The Pedestal Play Area Inspection annual inspection of the Playing Field, its equipment and facilities – was carried out on 5/9/18 by Play Inspection Co. Ltd. - Annual Inspection Report received and mailed to Councillors 11/10/18 (M255.1) - Discussed on 11/10/18 (M255.3). All items deemed to be low risk except basket swing which was low/medium risk. Replacement swing still to be discussed and decided upon because of design issues. Cllr. Cope is responsible for monitoring and reporting inspection of the equipment. A spreadsheet report was made available to the Auditor when requested. Council is not required to appoint an independent Data protection Officer to meet the requirements of GDPR (M251.1) 10/5/18. - Private email addresses deleted and allotment holders informed/consulted (M252.3) 14/6/18

	Is insurance cover appropriate and adequate	As far as can be ascertained. Asset Register last revised 7/11/18. Assets listed in Ins. Document. Insurance renewed annually on 1 st June. Current insurance with AXA runs until 31/5/19. Insurance Brokers documents received 11/4/19 (M261.1). Submitted 3 quotes from 3 suppliers. Current supplier, Inspire (part of AXA), submitted lowest price for required cover. Will award to them (M261.6) 11/4/19
	Are internal financial controls documented and regularly reviewed	Yes
Budgetary controls	Has the Council prepared an annual budget in support of its precept	Yes. 12/5/18 (M253.9) – 1 st quarter budget/ expenditure to date issued. 11/10/18 (M255.6) – expenditure v budget to date issued. Budget 2019/20 discussion began. – quotes for continued service by maintenance contractors requested. 8/11/18 (M256.6) Budgets considered. 10/1/19 (M258.4) Discussed 2019/20 budget and set precept. Revised budget accepted. Proposed budget for expenditure and reserves is £72,310. Income expected is £82,294 including allocated reserves of £30,000. (actual reserve at year end was £25,636.06). Precept set for 2019/20 at £43,500. + CTSS Grant no longer expected.
	Is actual expenditure against the budget regularly reported to the Council	Yes, expenditure against budget recorded regularly by Clerk.
	Are there any significant unexplained variances from the budget	No.
Income controls	Is income properly recorded and promptly banked	Yes

	Does the precept recorded in the cashbook agree to the District Council's notification	Yes. - 27 April - £22,409.56 received. Included CTSG of £910 - 14 Sept. - £21,500 received. Devolved services funds from BCC received April 2018 - £2033.58 – devolved funds received for FY 2018/19. Last year of contract/last expected payment. 14/2/19 (M259.6) Agreed to continue arrangement for a further year. £2033.58 received for FY 2019/20 (M261.1) 5/4/19.
	Are security controls over cash adequate and effective	Yes. Council/Chairperson approves all payments.
Petty cash procedures	Is all petty cash spent recorded and supported by VAT invoices/receipts	Yes. Previous External Auditor directed that Petty Cash is not applicable in future as no actual cash float is kept. (M243.3) 7/9/17.
	Is petty cash expenditure reported to each Council meeting	Yes. Itemised expenditure is reported and re-embursed by cheque.
	Is petty cash reimbursement carried out regularly	Yes, expenses are re-embursed monthly.
Payroll controls	Do salaries paid agree with those approved by the Council	Yes. Clerk has been employed by WWPC since Sept 09. (M250.1) 12/4/18. Notification of BCC pension increase for 2018/19. April 2018 – Pay & pension increased, Tax decreased as Clerk's Tax code has changed. 12/4/18 (M250.10) Clerk Pay increase to SCP38 will be implemented. 13/9/18 (M254.1) Tax Code change for Clerk. Tax increased. 10/1/19 (M258.1) Clerks pay award for April 19 – rate increase by 71p/hour. 14/2/19 (M259.3) Agree to pay increase for 1/4/19. 10/1/19 (M258.3) Agree to pay Clerk's annual room allowance of £500/annum & annual overtime (66.5 hours 1/1/18-31/12/18). 14/2/19 (M259.3) Agree to pay increase for 1/4/19.
	Are other payments to the Clerk reasonable and approved by the Council	Yes.
	Has PAYE/NIC been properly operated by the Council as an employer	Yes. Council & Clerk's own pension contributions paid each month to BCC. Clerk pays tax but not NIC.
Asset controls	Does the Council keep an asset register of all material assets owned	Yes.

	Are the Asset/Investments registers up-to-date	Yes. Last with additional assets, dated 7/11/18. Includes new Samsung printer.
	Do asset insurance valuations agree with those in the asset register	Yes. Current valuation is £116,301. Insurance renewable 1st June each year.
Bank reconciliation	Is there bank reconciliation for each account	Yes
	Is bank reconciliation carried out regularly on the receipt of statements	Yes. Monthly
	Are there any unexplained balancing entries in any reconciliation	No
Year-end procedures	Are year-end accounts prepared on the correct accounting basis (Receipts & Payments/Income & Expenditure)	Yes (R&P). 11/4/19 (M261.6) 2018/19 Year-end accounts to 31/3/19 prepared and sent to Counsellors. To be presented and approved at May meeting on 10/5/19 (M261.12).
	Do accounts agree with the cashbook	Yes.
	Is there an audit trail from underlying financial records to the accounts	Yes, invoices numbered and date of receipt recorded.
	Where appropriate, have debtors and creditors been properly recorded.	Yes. None outstanding.

Notes:

- **Deaths, Burials & Memorials** - During the year there was one burial, 00047 19/6/18 Chester (£300)
- Year End balance of £25,636.06. Council savings funded new street lights which cost £15,000 in 2018/19 but there is still a significant reserve. There has been an under-spend in 2018/19, play equipment (£2,500) has yet to be purchased. 12 Heritage lights still need replacement at a cost of c.£8,000 and £13,000 will be needed for the Chorley Road Feasibility Study in the coming year 2019/20. A general reserve is kept for the possibility of taking on more devolved services when required (£12,000).