

Yorkshire Local Councils Associations Internal Audit Service

Checklist for Year Ending 31 March 2020

Name of Council	Moor Monkton Parish Council	Name of Clerk:	Lynne Tomlinson
No. of councillors	5	Name of RFO (if different)	
Quorum	3	Precept	£4,000
Electorate		Gross budgeted income	£4,112

Book Keeping				
			Observations	Suggested advice to be given by YLCA
1.1. Ledger maintained and up to date?	Yes			
1.2. Arithmetic correct?	Yes			
1.3. Evidence of Internal Control and effectiveness of this reviewed	Yes			
1.4. VAT evidence, recording and reclaimed?	Yes			
1.5. Payments in cashbook supported by invoices, authorised and minuted?	Yes			
1.6. S137 separately recorded and within limits?			N/A	
1.7. S137 expenditure of direct benefit to electorate?			N/A	
1.8. S137 expenditure minuted?			N/A	
1.9. Does the Council manage petty cash and is it accounted for properly and included in the AGAR figures			N/A	

2. Due Process				
			Observations	Suggested advice to be given by YLCA
2.1. Council correctly declared itself exempt from external audit?	Yes			
2.2. Standing Orders adopted to accord with NALC model July 2018	Yes			
2.3. Standing Orders reviewed in the year?	Yes			
2.4. Financial Regulations adopted? and up to date (NALC 2016)	Yes			
2.5. FRs properly tailored to council?	Yes			
2.6. Equal Opportunities policy adopted?		No	Not on website.	Policy required.

2.7. Adequate internal controls for payments? Including adequate arrangements for BACS payments, direct debits and standing orders?	Yes		Cheque payments only.	
2.8. List of member interests held?	No		Not on website nor a link to NYCC or HBC.	As left.
2.9. Summons signed, specified and displayed with 3 clear days notice?	Yes		Chair elected on 17/7/19 (min 19.051) rather than the first item at the May meeting.	As left.
2.10. Purchasing authority defined in FRs?	Yes			
2.11. Legal powers identified in minutes and/or cashbook?		No		Advise on powers which can be used.
2.12. Committee terms of reference exist and have been reviewed?			N/A	

3. Risk Management

			Observations	Suggested advice to be given by YLCA
3.1. Does scan of minutes reveal any unusual activity?		No		
3.2. Annual risk assessment carried out?	Yes			
3.3. Insurance cover appropriate and adequate?	Yes			
3.4. Evidence of annual insurance review?	Yes			
3.5. Internal financial controls documented and evidenced?	Yes			
3.6. Minutes initialled, each page identified and overall signed?	Yes			
3.7. Regular reporting and minuting of bank balance?	Yes			
3.8. Does the Council have any cash investments?		No		
3.9. If 'yes' at 3.8, has the Council considered the Government's investment guidance?			N/A	

4. Budget

			Observations	Suggested advice to be given by YLCA
4.1.				
4.2. Annual budget to support precept?	Yes			
4.3. Budget against spend comparisons provided regularly to the Council with bank reconciliation?	Yes			
4.4. Has budget been discussed and adopted by council?	Yes			
4.5. Any reserves earmarked?	Yes		£5,000	
4.6. Level of reserves within Proper Practice? ie between 3 and 12 months running costs	Yes			

4.7. Any unexplained variances from budget?		No		
4.8. Precept demand correctly minuted?		No	The minutes record the precept amount being proposed and seconded but there is no record/resolution confirming that the precept amount was agreed.	As left.

5. Payroll – Clerk and other employees				
			Observations	Suggested advice to be given by YLCA
5.1. Contract of employment for all members of staff	Yes			
5.2. Tax codes issued and applied correctly	Yes			
5.3. PAYE / NI/RTI evidence?, ie, P32 records	Yes			
5.4. Has council approved salary paid?	Yes			
5.5. Salary accords with SCP agreed by Council	Yes			
5.6. Other payments reasonable and approved by council?	Yes			
5.7. Wageslips and P60 evidence?	Yes			
5.8. Minimum wage/National Living Wage paid? (if clerk paid an annual salary, are hours worked resulting in minimum wage being paid)	Yes			
5.9. Pension obligations met?	Yes			
5.10. Grievance and Disciplinary procedures adopted?		No	Not on website.	As left.

6. Asset Control				
			Observations	Suggested advice to be given by YLCA
6.1. Does council keep a register of all material assets owned?	Yes			
6.2. Is asset register up to date and accords with Proper Practices?			It is up to date but it does not accord with Proper Practises.	As left.
6.3. Value of individual assets included?	Yes			
6.4. Inspected for risk and up to date inspection records exist	Yes			
6.5. Record of deeds, articles and land register references available?		No		

7. Bank Reconciliations				
			Observations	Suggested advice to be given by YLCA

7.1. Is there a bank reconciliation for each account?	Yes			
7.2. Reconciliation carried out on receipt of statement?	Yes			
7.3. Any unexplained balancing entries in any reconciliation?		No		

8. Year End Procedures				
			Observations	Suggested advice to be given by YLCA
8.1. Bank statements and ledger reconcile?	Yes			
8.2. Underlying financial trail from records to presented accounts?	Yes			
8.3. Where appropriate, debtors and creditors properly recorded?			N/A	
8.4. Has council agreed, signed and minuted sections 1 & 2 of the AGAR			To be arranged.	

9. Miscellaneous				
			Observations	Suggested advice to be given by YLCA
9.1. Have points raised at the last audit been addressed?			The majority have been addressed but points 2.8, 2.9 and 4.8 above are outstanding.	As left.
9.2. Has the council adopted a Code of Conduct since July 2012?	Yes			
9.3. Is eligibility for General Power of Competence properly evidenced?			N/A	
9.4. Are all electronic files backed up?	Yes			
9.5. Do arrangements for public inspection of council's records exist?	Yes			
9.6. Is the Council compliant with the Transparency Code for Smaller Authorities?	Yes			
9.7. Does the Council have a Privacy Policy (and on its website)	Yes			
9.8. Does the Council have a website or use another data platform?	Yes			
9.9. Has the Council done a data audit?		No	Policy in place but data audit needed.	As left.
9.10. Has the Council adopted a record management policy?	Yes			
9.11. Complaints procedure in place	Yes		But not on website.	As left.
9.12. Is the Council the sole trustee of a charity?		No		
9.13. If 'yes' at 9.12, have the charity accounts been audited separately in the year?			N/A	
9.14. Has the Council any outstanding loans?		No		
9.15. If 'yes' at 9.14, has it budgeted for repayments in the year?			N/A	

Transaction Spot Check – 6 checks of each.						
Check No.	1	2	3	4	5	6
Cheque stubs initialled	Yes	Yes	Yes	Yes	Yes	Yes
Cheque number in cash book	Yes	Yes	Yes	Yes	Yes	Yes
Payment approval minuted	Yes	Yes	Yes	Yes	Yes	Yes
Invoice value correct	N/A	Yes	Yes	N/A	Yes	Yes
Minute value correct	Yes	Yes	Yes	Yes	Yes	Yes
Cheque value correct	Yes	Yes	Yes	Yes	Yes	Yes
Timely payment	Yes	Yes	Yes	Yes	Yes	Yes
VAT recorded in cash book	N/A	N/A	N/A	N/A	N/A	Yes
S137 recorded in cash book	N/A	N/A	N/A	N/A	N/A	N/A
S137 minuted	N/A	N/A	N/A	N/A	N/A	N/A
PAYE payments timely	N/A	N/A	N/A	N/A	N/A	N/A
Notes						

Annual Governance and Accountability Return		
	Year ending 31 March 2019	Year ending 31 March 2020
1. Balances brought forward	7977	8421
2. Annual precept	3400	4000
3. Total other receipts	245	148
4. Staff costs	1117	2214
5. Loan interest/capital repayments	0	0
6. Total other payments	2085	1493
7. Balances carried forward	8421	8862
8. Total cash and investments	8421	8862
9. Total fixed assets and long term assets	3788	2733

10. Total borrowings	0	0
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Internal audit carried out by	(signed) <i>Alan Draper</i>	(print) Alan Draper
Date	25/5/20	

For auditor's use only	
Internal audit section of AGAR completed and signed	Yes
Report sent to council	Yes
Copy of internal auditor's report sent to YLCA with details of any advice/ guidance needed to be given	Yes

