

## **Internal Audit Report for Upwell Parish Council for financial year 2018/19**

### **Accounting Procedure**

Accounts are prepared on a receipts and payments basis. Totals in the accounts agreed with totals in cash book.

A sample examination of the computer spread sheet receipt and payment records show that they are regularly maintained, correct and regularly balanced. All payments are supported by invoices. Expenditure is approved by the full council at parish council meetings. Bank statements are reconciled monthly and annually. VAT on payments has been correctly recorded and reclaimed.

### **Budget & Precept**

Budget procedures are in accordance and the annual precept assessed and agreed by full council in December 2018.

### **Petty Cash**

No petty cash system is currently operated.

### **Risk Management**

The activities of the council have been consistent. The Clerk has implemented a rolling review of all Risk Assessments.

### **Salaries & HMRC returns**

The employee's monthly salary and expenses are paid in accordance with Council approvals. Council use an independent company to run their payroll. PAYE and NI requirements are correctly applied.

### **Income**

Income is from Precept and VAT. The Council has had the Council Tax Support Grant included with the Precept.

### **Asset Controls**

The Asset Register is reviewed on an annual basis and is due for review in May 2019.