

18<sup>th</sup> June 2020

To: The Chairman and Members of Bilsby, Farlethorpe & Markby Parish Council

**Ref: Audit of Accounts: 1<sup>st</sup> April 2019 to 31<sup>st</sup> March 2020**

Dear Chairman and Members of the Council,

Please find below audit report for Bilsby, Farlethorpe & Markby Parish Council for the period up to 31<sup>st</sup> March 2020.

For the purpose of audit and accounting practice, original submitted documents may now contain ticks, signatures or dates in green ink; this is common practice by internal / external auditors and is widely recognised as proper practice.

**Items included within the remit of the audit**

Bank Statements dated 01.05.2019 to 31.03.2020

Cheques numbered 1005571 to 100582 (inclusive)  
(Note – Chq no's 100555 to 100570 have not been viewed)

**Cheque Book**

Cheque book stubs match entries in cash book	✓
Paying in book stubs match entries in cash book	✓
Final ( <b>latest</b> ) bank statement(s) reconciles to cash book	✓
Summary of accounts correct	✓
Signed audit statement entered into journal book	✓

**Petty Cash**

No petty cash system is operated

**Reconciliation**

The latest bank statements to 31<sup>st</sup> March 2020 records **£ 3,353.18** (Community Account) and **£4,298.71** (Business Premium Account) respectively concur with the cash book, cheques issued, income and expenditure entries up these dates.

**Recommendations**

None

## Bilsby & Farlesthorne Parish Council

### INTERNAL AUDIT CHECKLIST 2019-2020

Internal Control	Tick	Actions	Findings & Notes
Proper Book Keeping	✓	<ul style="list-style-type: none"> <li>- Cash Book balances <input type="checkbox"/></li> <li>- Sample check items and totals agrees with cash book records <input type="checkbox"/></li> <li>- S137 expenditure identified <input type="checkbox"/></li> </ul>	<p>Satisfactory evidence</p> <p>Satisfactory evidence</p> <p>Satisfactory evidence</p>
Standing Orders Payment Controls	✓	<ul style="list-style-type: none"> <li>- Financial Regulations checked and approved by Council <input type="checkbox"/></li> <li>- Payments supported by invoices <input type="checkbox"/></li> <li>- Payments approved by council <input type="checkbox"/></li> <li>- Cheque books initialled <input type="checkbox"/></li> <li>- Orders for payments made <input type="checkbox"/></li> <li>- VAT statements and claims <input type="checkbox"/></li> </ul>	<p>Satisfactory Evidence</p> <p>Satisfactory evidence</p> <p>Satisfactory evidence</p> <p>Satisfactory evidence</p> <p>Satisfactory evidence</p>
Risk Management/Assessment	✓	<ul style="list-style-type: none"> <li>- Unusual financial activities <input type="checkbox"/></li> <li>- Insurance adequate <input type="checkbox"/></li> <li>- Risk Assessment <input type="checkbox"/></li> </ul>	<p>None</p> <p>Evidence of insurance supplied</p> <p>Satisfactory Evidence</p>
Budget Controls	✓	<ul style="list-style-type: none"> <li>- Budget prepared for precept <input type="checkbox"/></li> <li>- Budget &amp; precept request app by Council <input type="checkbox"/></li> <li>- Regular budget controls/checks made <input type="checkbox"/></li> <li>- Expenditure reports to council <input type="checkbox"/></li> </ul>	<p>Satisfactory evidence</p> <p>Satisfactory evidence</p> <p>Satisfactory evidence</p> <p>Evidence within minutes of parish council</p>
Income/Receipts	✓	<ul style="list-style-type: none"> <li>- Cash receipts record <input type="checkbox"/></li> <li>- Banking of receipts <input type="checkbox"/></li> </ul>	<p>Satisfactory evidence</p> <p>Satisfactory evidence</p>
Petty Cash	✓	<ul style="list-style-type: none"> <li>- Petty Cash records kept <input type="checkbox"/></li> <li>- Float &amp; receipts <input type="checkbox"/></li> </ul>	<p>Not applicable</p> <p>Not applicable</p>
Payroll	✓	<ul style="list-style-type: none"> <li>- Calculation of PAYE <input type="checkbox"/></li> <li>- Review of payments <input type="checkbox"/></li> <li>- Tax/NI/Sup deductions <input type="checkbox"/></li> <li>- Cllrs allowances <input type="checkbox"/></li> <li>- P60s etc <input type="checkbox"/></li> </ul>	<p>Satisfactory evidence</p> <p>Satisfactory evidence</p> <p>Satisfactory evidence</p> <p>Not applicable</p> <p>Satisfactory evidence</p>
Asset Controls	✓	<ul style="list-style-type: none"> <li>- Register up to date <input type="checkbox"/></li> </ul>	<p>Satisfactory evidence</p>
Bank Reconciliation	✓	<ul style="list-style-type: none"> <li>- Regular recorded bank recs <input type="checkbox"/></li> </ul>	<p>Satisfactory evidence</p>



Steve Fletcher 18<sup>th</sup> June 2020