

Grewelthorpe Parish Council

Audit Plan and Internal Controls 2018/19

Introduction

This document supports the Parish Council and its responsibility for ensuring that its business is conducted legally and in line with proper standards. The controls outlined below ensure that public money is safeguarded, used effectively and is properly accounted for.

This is an initial audit plan for the Council and will be reviewed annually at the Annual Parish Council meeting normally held in May.

Clerk To The Council - Responsibilities

The Clerk to the Council is appointed by the Council and acts as their advisor and administrator. The Clerk is also the responsible financial officer and is responsible for administering the Council's finances and ensuring policies, procedures and control systems are adhered to.

Internal Controls	Comments/Action for 2018/19
The Council adopted a set of financial regulations in February 2017 based on guidance from the Yorkshire Local Councils Association (YLCA).	To be reviewed at the Annual General Meeting in May 2019
The clerk to the council prepares a budget for the Councils consideration each autumn. Performance is monitored against the agreed budget and reported to each meeting.	The 2018/19 budget was approved at the Parish Council Meeting in November 2017
A financial report is considered at each meeting which includes: • The Council's current bank balances corresponding to the bank statement. • Payments to be approved • Payments to be noted (which have previously approved for payment). • Monies received since the last meeting.	

Any issues in relation to outstanding debt are reported to the Council as required.	
The Council has two bank accounts in it's name. Bank balances are reported to each ordinary Parish Council meeting. Statements are checked and signed by the Chair at the meeting. Cheques are signed by 2 councillors and all councillors are authorised to sign cheques.	The Council operates the following accounts: • Yorkshire Bank Business Account statement • Yorkshire Bank Cash Management Account
The clerk regularly carries out a regular bank reconciliation. The bank reconciliation for September is brought to the Council for formal approval by the Council.	To be submitted to the November meeting
The Council maintains an asset register which is reviewed annually and is published on its website. The value of the Council's assets are included in the Annual return	The asset register has been updated and is submitted for approval at the same meeting as this document is being considered. The current asset register is on the website and will be replaced by the updated one once approved.
The Council appoints and Internal Auditor prior to the end of the financial year. The internal auditor will review the Council's financial affairs for the preceding year. In doing so the Council will ensure that the Auditor is competent to undertake the audit and can demonstrate : • An understanding of accounting procedures • An understanding of the role of internal audit • An understanding of risk management • An understanding of the legal framework and powers of local councils. The internal auditor will carry out their duties ethically, with objectivity and integrity. The clerk will provide all information necessary for the internal auditor to carry out their audit.	The appointment will be made at the September meeting and confirmed in writing to the internal auditor.
The outcome of the internal audit is reported to the Council.	

Audit	
The Council approves the annual governance statement and accounting statements with the Annual Return.	
Details of the audit, final accounts etc are placed on the Council's website. Display of the standard notice advertising the public and elector's rights are placed on the public noticeboard.	
The external auditor's opinion is reported in full at a meeting of the council. The council will agree any actions arising from the opinion.	
Payments/income	
Payments are by cheque. Payments are authorised by 2 members of the Council who sign the cheque, the cheque, stub and the corresponding invoice/paperwork.	Consideration to be given to internet banking
Income is received either by cheque or via bacs. All income is reported to the Council at the Council meetings. Payments received by cheque are paid into the bank and a receipt obtained and signed by the chair at the relevant Council meeting.	
Employees	
The Council has one employee – the Clerk /RFO • The clerk has been issued with a contract of employment which includes provision for a probationary period and appraisal. • The clerk can obtain advice/guidance from the YCLA • The Council is a registered employer with HMRC and meets RTI requirements via monthly submission of electronic returns.	

• The payroll function is outsourced to EuroAudit who deal with all the payroll and PAYE issues. • The Clerk is paid monthly via cheque.	
Insurance	
The Council has an insurance policy which is normally reviewed each year at the annual meeting	The Council currently has a three year policy with Came & Co which finishes in 2019. The policy will be updated in line with cover requirements from the review of the asset register.

Approved by the Parish Council at its meeting on 16th May 2018

Signed (Chairman)