

EASTLING PARISH COUNCIL - Annual Internal Audit Note for 2015-16

The following comments relate to the completion of the Internal Control Objective table for Eastling Parish Council for the financial year ending 31 March 2016.

Objective A

For the last few years Cllr Cheeseman was the Treasurer for the Council (regarded as the RFO), but he did not stand for re-election in May 2015. Following the un-contested election, a newly appointed councillor, Cllr Payne, took on the role of Treasurer. In my view the appropriate accounting records had not been properly maintained throughout the year 2015-16. In the latter months of 2015-16 and from April 2016 accounting records and procedures have improved to the extent that the answer to the same Objective for 2016-17 will be a "yes".

Objective C

Eastling PC is a very small parish council and as such do not have any significant risks. However, there is no risk register in place and there have been no risk assessments carried out. The major risk areas for the Council are the financial and administrative risks associated with the general management of Council business. The Clerk to the Council appeared to only attend to the administrative work associated with the Council meetings and minutes. Much of the correspondence sent to the Clerk from organisations like NALC/KALC did not filter through to the Council meetings. The Clerk has been dismissed and the Council is actively seeking a replacement Clerk and has received expressions of interest from at least one experienced Clerk. The Treasurer, Cllr Payne has been sent copies of risk assessment templates to facilitate the establishment of a risk register.

Objective D

Although the Council was regularly informed of the current bank balance, there was no budget monitoring during 2015-16 other than at the annual meeting to discuss the 2016-17 precept. The Treasurer is aware of the need for regular budget monitoring for 2016-17.

Objective F

Not covered as there is no petty cash float.

Objective G

Although the Clerk was paid a lump sum for 2015-16 in March 2016 the Council had not registered with HMRC as an employer. This has been resolved for 2016-17.

Objective H

Not covered as the Council has no assets or investments.

Objective J

There were no periodic bank reconciliations during 2015-16. Proper reconciliations are in place for 2016-17.

