

**Warbleton Parish Council – Internal Audit Report – Summary of issues raised and proposed actions – Update 18 August 2020**

<b>Issue raised</b>	<b>Proposed action</b>	<b>Proposed timescale</b>
<b>A . Appropriate Accounting Record</b>		
1. (A1) Cash book to be updated after each payment made/monies received and reconciled to bank account	Chairman of F&GP Committee to review cashbook on monthly basis and report any issues to Full Council	18 <sup>th</sup> Monthly. Delay in receipt of bank statements, but cashbook updated and reconciled to July 2020
<b>B. Financial regulations , documentation and approvals</b>		
2. (B1) Update Standing Orders and Financial Regulations	Based on NALC model agreement	Completed
3. (B2) Minutes of Annual Statutory Meeting to be completed	Minutes produced	Completed
4. (B2/B6) Annual accounts and Annual Return (AGAR) to be approved by Council	Council to debate and agree at July meeting. Minutes to record approval to annual accounts and AGAR 3 form	Completed
5. (B4) Improve reporting of reserves and CIL balances	Parish Clerk to incorporate into monthly budget monitor and to provide any explanation for changes to reserves	Ongoing – Monthly. Reserves added to Budget Monitor
6. (B6) Publish Notice of Public Rights	Timetable to be approved at July Council meeting. Proposed Notice of Public Rights to be published on 31 <sup>st</sup> August	To be published on 31 <sup>st</sup> August
<b>C. Risk</b>		
7. (C1) Loss of cash book and accounting data	Review as part of risk register, agree mitigating actions and present to Council for approval	Council in September
8. (C2) Update and review risk register	Determination of a new risk register is currently underway. Will be reviewed by F&GP and presented to full Council	Council in September and reviewed annually thereafter
9. (C2.1) Risk – Annual return	All councillors to receive a copy of Annual Return	31 <sup>st</sup> July

10. (C4) No Asset Register	Parish Clerk has begun to compile an Asset Register based on historic records and councillor knowledge	Council in September and reviewed annually thereafter
<b>D. Budgeting and Precept</b>		
11. (D1/D2) Income and reserves	Ensure budget process reviews income/reserves and records any outcome	January 2021
12. (D2.1) Treatment of VAT	Ensure VAT not included in budgeted income/spend but is considered for reconciling cash flows	January 2021
13. (D3) Use of current year forecast	Project current year expenditure as part of budget process and demonstrate within minutes	January 2021
<b>E. Receipts</b>		
14. (E) Report any HMRC/PAYE refund as a credit to costs	None required	N/a
<b>G. Employee Costs</b>		
15. Demonstrate that payroll and employee records are in good order	Sample checks by F&GP Chairman	Quarterly
<b>H. Assets</b>		
16. (H1/2/3/4) Asset register	See item 10. Ensure Insurance Policy covers any assets on Register	September 2020
<b>I. Bank reconciliations</b>		
17. (I1/2) Ensure monthly and annual bank reconciliation undertaken and reported to Council	Parish Clerk to complete and present to each full Council meeting	Monthly. <b>Draft completed to end June 2020. To be presented to September Council</b>
18. (I3) Bank Mandate	Review annually	December 2020