

Wark Parish Council

Internal Control

The Council's internal auditor will act independently and on the basis of an assessment of risk, will carry out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ended 31 March 2020.

Internal audit will be carried out in accordance with the Council's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions will be summarised in the relevant BDO table (Section 4 Annual Internal Audit Report).

The internal audit will address the objectives of internal control and indicate the internal audit conclusions on whether, in all significant respects, the corresponding control objectives were achieved throughout the financial year to a standing adequate to meet the needs of the Council

Internal Control Objectives

- Appropriate books of account have been properly kept throughout the year.
 - The Council's financial regulations have been met, payments were supported by invoices, expenditure was approved and VAT was appropriately accounted for.
 - The council assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.
 - The annual precept requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.
 - Expected income was fully received, based on correct prices, properly recorded and promptly banked and VAT was appropriately accounted for.
 - Salaries to employees and allowances to members were paid in accordance with council approvals, and PAYE and NI requirements were properly applied.
 - Asset and investment registers were complete and accurate and properly maintained.
 - Periodic and year-end bank reconciliations were properly carried out.
 - Year-end accounts were prepared on the correct accounting basis (receipts and payment), agreed with cash book, were supported by an adequate audit trail from underlying records, and, where appropriate debtors and creditors were properly recorded.
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- NALC and CAN input advice and guidance
 - Clerk's experience, observations and recommendations
 - Council and Public input

For any other risk areas identified by the council (list any other risk areas below or on separate sheets if needed) adequate controls existed.

Accepted 20/01/2020. This policy is to be reviewed annually

V Leadbitter
Clerk to Wark Parish Council