

KINGSTON PARISH COUNCIL

Internal Audit – 29th May 2015

Introduction:

1: In accordance with my Internal Audit Plan, Controls and Procedures have been tested, with Fraud and Risk Issues reviewed - these are well managed, in line with the Governance and Accountability for Local Councils Practitioners' Guide (GALCP) and meet the needs of the Council. I confirm that I do not have any role within the Council and will carry out my duties without bias. The points listed below are for noting:

Audit:

2: End of Year Accounts 2014/2015 – The accounts are accurately presented and easy to understand. Receipts and Payments are properly recorded and the information produced is accurate and comprehensive. Regular bank reconciliations take place, are checked against the supporting documents and were found to be correct. VAT is collected quarterly and is properly accounted for.

3: Standing Orders/Financial Regulations – Standing Orders were updated in May 2015. Financial Regulations were also updated in May 2015.

4: Risk Assessment – Risk Assessment exercises of the Parish Council's assets and its financial controls take place. A risk assessment of the Pavilion is carried out annually, play equipment is inspected both monthly and annually by Lewes District Council and a financial risk assessment is reviewed quarterly. A financial risk assessment is recommended.

5: Insurance – The Parish Council's Insurance is with Aviva and is to be reviewed in August. The Fidelity insurance meets the Parish Council's requirements. Legal cover is also included.

6: Budgetary Control – Annual reports are prepared in support of the precept, actual expenditure is compared with the budget and any significant variances are explained. It was noted that year end balances are high but this is accounted for. Money is earmarked to include funds for maintenance of the children's play area and tennis courts as well as allowing improvements to the community pavilion and toward potential traffic calming projects. General reserves allow for consideration of other village projects such as the refurbishment of the bus shelters which is currently being reviewed.

7: Income – Income is properly recorded and banked. The Council Tax Support Grant has been moved to box 3 on the Annual Return.

8: Petty Cash – There is no petty cash system and one is still not required.

9: Staff Wages – Staff wages are paid within SLCC guidelines. NI and PAYE are paid quarterly and are calculated on a Real Time basis. Staff pay was last reviewed in April 2015.

10: Precept – It was observed that the precept for the year 2014/2015 had been formally agreed at the Parish Council meeting held on 15th January 2014.

11: Agendas – Agendas are sent out in time and are well presented.

12: Effectiveness of the Internal Audit – an annual review of the effectiveness of Internal Audit is recommended.

13: Transparency Code – Whilst Kingston Parish Council has a turnover of over £25,000 it adopts the requirements of the Transparency Code as best practice.

14: It is worth noting that the end of year figures have been produced by the Clerk in accordance with the requirements and all supporting documents have been produced for the Internal Auditor. The Clerk's co-operation aided considerably the work of this internal audit. Thank you.

Alison Hillman, MILCM
Internal Auditor
31st May 2015