

SPILSBY TOWN COUNCIL**Internal Audit: Visit – 6th May 2022.****Financial Period: 1st April 2021 to 31st March 2022.**

CONTROL	TEST	Y/N	COMMENTS / RECOMMENDATIONS
Assets	Asset Register	Y	Asset Register reviewed during 2021/22
	Updated	Y	Updates throughout the 2021/22 period
	Valuations	n/a	
	Zero Balances	n/a	
Attendance Register	Elected Members	Y	Electronic file held and evidenced in minutes
Budget	Process Followed	Y	Final budget 2021/22 / 2022/23 agreed at full Council
	Reports to Council	Y	Evidence: Reported to full Council at meetings
	Variances	n/a	As above
Cash Book	Up to date	Y	Evidence: in bank reconciliation folder / bank statements
	Balanced	Y	As above
	Discrepancies	N	None
Cash	Records Kept	Y	Evidence: Reported to full Council at meetings
Credit / Debit Card	Records Kept	Y	Evidence: in bank reconciliation folder
Petty Cash	Records Kept	Y	Identified in Financial Regulations
	Balance	Y	£19.35 (as at 31.03.2022)
Cheque Books	Completed	Y	Cheque Stub 003200 – Christmas Lighting
Cancelled Cheques	Procedure	n/a	
Direct Debits / Credits	Approved by Council	Y/N	Council ratified payments by DC/DD
Financial Regulations	Updated / Approved	Y	Reviewed, updated and adopted (updated May 2021)
Income	Properly Received	Y	Evidenced in accounts / receipt books / bank statements
	Promptly Banked	Y	Evidenced in minutes; Paying in slips correspond
	Anticipated	Y	Evidenced in minutes / budget process
	Receipted	Y	Evidenced in receipt books / bank statements
Internal Auditor	Appointment of	Y	Evidenced in minutes
Payment Controls	Invoices	Y	Evidenced in bank reconciliation folder
	Minuted	Y	Evidenced in minutes

	VAT Payments	Y	VAT Payments are offset against reclaims
	VAT Reclaimed	Y	VAT claim to February 2022 evidenced.
	S. 137	Y	A separate record of S.137 spend is recorded
Payroll	In House	Y	Payroll calculated by external company (Haines Watts)
	Salaries Approved	Y	Evidenced in Council minutes and payment schedules signed
	PAYE Calc Paid direct	Y	Calculated using HMRC tool
	Cllr Allowances	Y	Mayoral Allowance only – Approved by Town Council
Reconciliation	All Accounts	Y	Evidenced in bank reconciliation (£15,816.38 – Year End)
	Up to date	Y	As above
	Balanced to statements	Y	As above
Risk Management	In place	N	Reviewed by Town Council during 2021/22
	Unusual Activities	N	n/a
	Insurance Cover	Y	Minutes refer. Adequate insurance cover – 3-year option BHIB
	Reviewed	Y	As above
	Controls	n/a	n/a
Standing Orders	Updated / Approved	N	Reviewed and adopted
Internal audit 2019/20	Accounts Agree	Y	Internal Auditor report evidenced
	Audit trail Adequate	Y	Excellent Audit trail; financial records / documents supplied

Steve Fletcher

Mr S Fletcher
IMO; Dip Ed (MA); CiLCA; MILCM; PSLCC; FILCA