

## **Report of the annual internal audit of Bawdeswell Parish Council for the year ended 31st March 2017**

I confirm that I have acted independently and on the basis of the assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the relevant period.

I have followed the 'Governance and Accountability for Local Councils Appendix 9 – An Approach to internal audit testing' as provided by the Parish Clerk.

I have completed the Annual internal audit report 2016/17 and agreed with all the objectives (except for petty cash records which are not applicable).

Although overall I am, on the basis of my limited testing, in agreement that the council has complied with their responsibilities, I would make the following comments / recommendations:

I would recommend that the accounts are extended to include a trial balance. This would assist in the detailed reconciliations of items such as VAT, but also enable the Council to have a fully reconciled record of assets and liabilities. This would also enable the Council to prepare a balance sheet if it were ever required:

I note that the significant expenditure during the period – driveway and car park for the village hall – was under the di minimis limit of £60k as per the Financial Regulations dated 6th March 2017. I also note that the Council's minutes of February 2016 refer to tenders being circulated but only details of the approved quotation were recorded. I would recommend in future that details of all quotations for projects put out to tender are fully minuted;

I note that the minutes in November allowed for the financial standing orders to be suspended for a period of time due to an issue with the bank mandate and lack of signatories. Hence during my testing I noted a number of payments with only one signatory approval during November / December.

TE Summers