

DRAFT

HAYWARDS HEATH TOWN COUNCIL

INTERNAL AUDIT PLAN 2015/2016

Internal audit is a key component of the system of internal control. The purpose of internal audit is to review whether the systems of financial and other controls over a council's activities and operating procedures are effective.

It would be incorrect to view internal audit as the detailed inspection of all records and transactions of a council in order to detect error or fraud. It is the periodic independent review of a council's internal controls resulting in an assurance report designed to improve effectiveness and efficiency of the activities and operating procedures under the council's control.

The Internal Audit will aim to cover;

Proper Bookkeeping

- Is the cashbook maintained and up to date?
- Is the cashbook arithmetic correct?
- Is the cashbook regularly balanced?

a) Standing orders and financial regulations adopted and applied; and

b) Payments controls

- Has the council formally adopted standing orders and financial regulations?
- Has a Responsible financial officer been appointed with specific duties?
- Have items or services above the been competitively purchased?
- Are payments in the cashbook supported by invoices, authorised and minuted?
- Has VAT on payments been identified, recorded and reclaimed?
- Is s137 expenditure separately recorded and within statutory limits?

Risk Management Arrangements

- Does a review of the minutes identify any unusual financial activity?
- Do minutes record the council carrying out an annual risk assessment?
- Is insurance cover appropriate and adequate?
- Are internal financial controls documented and regularly reviewed?

Budgetary Controls

- Has the council prepared an annual budget in support of its precept?
- Is actual expenditure against the budget regularly reported to the council?
- Are there any significant unexplained variances from budget?

Income Controls

- Is income properly recorded and promptly banked?
- Does the precept recorded agree to the Council Tax authority's notification?
- Are security controls over cash and near-cash adequate and effective?

Petty Cash Procedures

- Is all petty cash spent recorded and supported by VAT invoices/receipts?
- Is petty cash expenditure reported to each council meeting?
- Is petty cash reimbursement carried out regularly?

Payroll Controls

- Do all employees have contracts of employment with clear terms and conditions?
- Do salaries paid agree with those approved by the council?
- Are other payments to employees reasonable and approved by the council?
- Have PAYE/NIC been properly operated by the council as an employer?

Assets Controls

- Does the council maintain a register of all material assets owned or in its care?
- Are the assets and Investments registers up to date?
- Do asset insurance valuations agree with those in the asset register?

Bank Reconciliation

- Is there a bank reconciliation for each account?
- Is a bank reconciliation carried out regularly and in a timely fashion?
- Are there any unexplained balancing entries in any reconciliation?
- Is the value of investments held summarised on the reconciliation?

Year-End Procedures

- Are year end accounts prepared on the correct accounting basis (Receipts and Payments or Income and Expenditure)?
- Do accounts agree with the cashbook?
- Is there an audit trail from underlying financial records to the accounts?
- Where appropriate, have debtors and creditors been properly recorded.