



Lincolnshire Association of Local Councils Internal audit checklist 2021/22

Name of Parish or Town Council	Barrowby Parish Council		
Parish Council website	www.barrowbyparishcouncil.org.uk		
Name of internal auditor	John Kilcoyne		
Date of audit	Started 14 th December 2021, completed 17 th January 2022		
Type of audit Please select	Intermediate ✓	Year-end (including AGAR)	
Council contact information	Julie Moss	Email clerk@barrowbyparishcouncil.org.uk	
Clerk	Julie Moss		
RFO if different			
Chairman	Cllr Phil Cupit	Philip.cupit@uwclub.net	
Electorate	1683	Total number of seats	11
Quorum	4	Number of councillor vacancies	0
Precept Demand 2021/22	£42,000	Gross budgeted Income	£33,386
Date of most recent audit	9 th April 2021	Date of next audit agreed with Clerk	End April 2022
	Y/N	Comments	
Has the internal auditor seen previous audit reports including the most recent?	✓		
Is there evidence that previous internal and external audit reports have been acted upon?	✓	Website developed further 2021 AGAR on website Reserves policy now in place- adopted June 2021.	

Key governance review		Y/N	Comments & recommendations	Risk		
				Low	Med	High
1	Standing orders (tailored and reviewed)	Y	Adopted May 2021. Recommend each policy and document has the date of the most recent review and the date of the next scheduled review.	✓		
2	Financial regulations (tailored and reviewed)	Y	Minutes of council show policy was updated May 2021. Version on website labelled as adopted June 2020. Labelled with name/ address of previous clerk Recommend check and update.	✓		
3	Terms of reference (committees / working groups)	Y	Staffing committee, burial ground, Pavilion committees reviewed in committee and accepted Full council May 2021 Evidence not found for Finance committee May 2021 Agreed Nov 2018 Recommend review in full council	✓		
4	Code of Conduct (elected members)	Y	Adopted May 2021, review May 2022			
5	Complaints procedure (tailored and reviewed)	Y	Adopted May 2021, review May 2022			
6	Insurance Cover <ul style="list-style-type: none"> • Reviewed annually • Certificate(s) viewed & valid • Employees' Liability Cover in place and published <ul style="list-style-type: none"> • Public Liability Cover • Employees' Fidelity Guarantee • Councillors' ages reviewed and recorded • Other eg vehicles, assets, equipment, volunteers ... 	Y	Minutes May 2021 BHIB. Valid and up to date Employer's liability cover certificate ✓ Employee LC Published on noticeboards Could go on website Public liability cover ✓ Employers fidelity guarantee <input type="checkbox"/> Ages x Assets ✓ Volunteers ✓			

Transparency		Y/N	Comments & recommendations	Risk		
				Low	Med	High
7	Internal controls (statement or review)	N				
8	Investment strategy	N				
9	Publication scheme (reviewed)	Y	Adopted May 2021, review May 2022			
10	Risk assessment (statement or review)	Y				
11	Pay policy (staffing - reviewed)	Y				
12	Spending authorised	Y	Shown in minutes			
13	Procurement correctly administered	Y				
14	Land and assets (reviewed)	Y	31/03/21			
15	Adequate GDPR policy / procedures in place	Y	Adopted May 2021, review May 2022			
16	Arrangement for inspection of public records adequate	Y	Notice published 290621			
Transparency codes mandatory for councils with turnover under £25k and over £200k PC not subject to transparency code but recommend that the guidance for a code is followed						
17	All items of expenditure above £100 published by 1 July	N	Not compulsory as a list for councils with turnover >£25 Recommend publishing as part of AGAR	✓		
18	End of year accounts published by 1 July	Y	Accounting statements 290621			
19	Annual Governance statement published by 1 July	Y	290621			
20	Internal audit report published by 1 July		Date given on website as 250821. Discussion with clerk has explained that wrong parish council was identified	✓		
21	Councillor responsibilities published by 1 July	Y	100521			
22	Asset register published by 1 July		Comment as 20	✓		
23	Agendas and meeting papers published within three clear days	Y	Agendas: technically allows 3 working days but good practice not to include Saturday. Discussion with clerk about this. Meeting of Finance committee 22/11/21 and Pavilion committee 06/12/21 not correctly convened? Dates published give only 2 working days' notice each time.			✓
24	Draft minutes published within one month of the meeting	Y	Minutes 08/11/21 published 13/12/21- over 31 days. Minutes 13/12/21 published 15/12/21			

Accounting		Y/N	Comments & recommendations	Risk		
				Low	Med	High
25	Cashbook maintained and up to date	Y				
26	Arithmetically correct (checks / balance)	Y				
27	Evidence of internal control	Y				
28	VAT <ul style="list-style-type: none"> evidence of recording evidence of reclaiming 	Y				
29	All payments supported by authorised, minuted invoices	Y				
30	s.137 <ul style="list-style-type: none"> Recorded separately within accounts Within legal threshold limits for the current year Spend in accordance with legislation 	N	No transactions			
31	Payments made in accordance with financial regulations <ul style="list-style-type: none"> Cheques Online banking BACS Direct Debit Credit or debit cards Other payments 	Y				

Budget		Y/N	Comments & recommendations	Risk		
				Low	Med	High
32	Annual budget in support of precept	Y				
33	Precept demand properly minuted	Y	December 2020, December 2021			
34	Earmarked reserves reviewed	Y	June 2021			
35	Budget is monitored regularly with variances reported to council in line with Financial regulations	Y	Assorted minutes			

Income control		Y/N	Comments & recommendations	Risk		
				Low	Med	High
36	Income properly recorded and banked promptly	Y				
37	Precept income received in bank account	Y				
38	Effective security of cash and cash transactions	Y				
38	Effective security of card transactions	Y				

Bank reconciliation		Y/N	Comments & recommendations	Risk		
				Low	Med	High
39	Regular bank statement reconciliation	Y				
40	Balancing entries (adjustments) explained	Y				
41	Bank mandate up to date • Evidence of signatories	Y				

Petty cash		Y/N	Comments & recommendations	Risk		
				Low	Med	High
42	Petty cash account used/authorised	n/a	Policy is not to handle cash			
43	Petty cash spending supported by VAT receipt(s)					
44	Petty cash reported to Council					
45	Petty cash float reconciled/reimbursed					
46	Other					

Year-end process		Y/N	Comments & recommendations	Risk		
				Low	Med	High
47	Accounting according to • Income and expenditure • Receipts and payments	Y	R/P			
48	Bank statements reconcile to ledger	Y	Yes			
49	Robust audit trail evident	Y	Yes			
50	Debtors and creditors recorded	Y	In reconciliation			
51	Other					

Asset control		Y/N	Comments & recommendations	Risk		
				Low	Med	High
52	Register of assets <ul style="list-style-type: none"> Reviewed Up to date 	Y				
53	Assets inspected and Health & Safety issues considered <ul style="list-style-type: none"> Play equipment Street furniture Fire safety Defibrillators Other 	Y				

Risk management		Y/N	Comments & recommendations	Risk		
				Low	Med	High
54	Evidence of unusual activity from minutes	N				
55	Annual risk assessment undertaken as a minimum	Y				
56	Financial controls and procedures documented	Y				
57	Regular financial reporting to Council in line with Financial regulations	Y				
58	Reporting of bank balances minuted	N	Shown in reconciliations			
59	Grants ratified and minuted according to policy	Y	Few requests			

General		Y/N	Comments & recommendations	Risk		
				Low	Med	High
60	GPC <ul style="list-style-type: none"> Council eligible GPC adopted 	N	Election 2019 10/11 elected 91% Currently 73% so council eligible Recommend clerk considers CiLCA and then council can look at GPC	✓		
61	Back up of files adequate	Y	Cloud			
62	Storage of files (paper and electronic) adequate	Y				
63	Local Council Award Scheme <ul style="list-style-type: none"> Foundation Quality Quality Gold 	N	Recommend council considers foundation award	✓		

Proper Process / Practice		Y/N	Comments & recommendations	Risk		
				Low	Med	High
64	Employee posts properly recorded <ul style="list-style-type: none"> • Proper Officer (Clerk) • RFO • Deputy Clerk • Admin assistant • Site staff • Other 	Y	Clerk & RFO Deputy clerk advertised 2 x caretakers Litter picker			
65	List of Members' interests <ul style="list-style-type: none"> • displayed on website • reviewed regularly 	Y	Displayed Reviewed annually			
66	Declarations of acceptance of office <ul style="list-style-type: none"> • New councillor • Chairman 	Y				
67	Co-options according to policy	N	Recommend adoption of policy		✓	
68	Agenda documents correct	Y	As 23			
69	Minutes correct / signed	Y				
70	Purchase order system used/correct	N				
71	Purchasing authorised in line with Financial regs / limits	Y				
72	Council operating within legal powers <ul style="list-style-type: none"> • Legal powers identified in minutes 	N				
73	Delegation to officers or committees <ul style="list-style-type: none"> • Scheme of delegation • Limits set out in financial regulations and / or standing orders; • adhered to; • reported adequately 	N	Limits set out in Financial Regulations Recommend investigate additional draft scheme of delegation to allow for business continuity- to be activated as necessary (eg periods of further lockdown)		✓	

Payroll & HR		Y/N	Comments & recommendations	Risk		
				Low	Med	High
74	Contracts of employment for all staff	Y	Review for deputy clerk recruitment			
75	Written statement of particulars for all staff from day one (April 2020 onwards)	Y				
76	Proper procedures for payroll, PAYE & NI	Y				
77	PAYE & NI payments verified	Y				
78	Approval of salaries and increments	Y				
79	Approval of expense claims	Y				
80	Minimum wage threshold met	Y				
81	HR procedures and policies adopted / reviewed	Y	Reviewed 15/1/22			
82	Training policy and record staff /elected Members	N	Training attended Recommend put policy in place		✓	
83	Qualified Clerk <ul style="list-style-type: none"> • CiLCA 2015 or later • Level 4 Community Governance or higher 	N	Recommend CiLCA	✓		
84	Annual appraisal undertaken	Y				
85	Job description up to date / reviewed	Y				
86	Health and safety of staff workstation & PC equipment undertaken <ul style="list-style-type: none"> • Display Screen Equipment 	Y				

Transaction spot check

Check number	1	2	3	4	5	6
Ledger date	57/5/21	14/6/21	12/7/21	8/11/21	13/12/21	2/12/21
Item / budget heading	Repairs/ maintenance	Pest control	Window cleaning	Light bulbs	Water rates	
Reference / Cheque number	Online 30	Online 76	Online 134	Online 276	Online 313	Online 327
Order minute reference	May 21 13.4	June 21 11.5	July 21 11.5	Nov 21 12.4	Dec 21 12.4	
Delivery evidence	Delivery note 3789		✓			
Payment minute reference	May 21 13.4	June 21 11.5	July 21 11.5	Nov 21 12.4\	Dec 21 12.4	
Invoice value	£144	£358.80	£13	£45.96	£53.93	£10.61
Minute value	£144	£358.80	£13	£45.96	£53.93	£10.61
Payment value	£144	£358.80	£13	£45.96	£53.93	£10.61
Statement value	£144	£358.80	£13	£45.96- part of wider reimbursement	£53.93	£10.61
Timely payment	7/5/21	16/6/21	14/7/21	10/11/21	15/12/21	4/12/21
VAT recorded	<input type="checkbox"/>	<input type="checkbox"/>	x	£7.66	x	£1.77
S137 recorded in ledger	x	x	x	x	x	x
S137 minuted	x	x	x	x	x	x
Notes						

Appendix: additional areas for audit

	Allotments	Y/N	Comments & Recommendations	Risk		
				Low	Med	High
A1	Income for allotment rentals balance		Not checked. Recommend include next time.			
A2	Fees charged in accordance with approved rates					
A3	Up to date occupancy details kept and securely retained					
A4	Agreements/licences issued to all plot holders					
A5	Other					

	Burials	Y/N	Comments & Recommendations	Risk		
				Low	Med	High
B1	Cemetery accounts balance		Not checked. Recommend include next time.			
B2	Fees charged in accordance with approved rates					
B3	All interred ashes have certificates of cremation					
B4	Permits properly documented and stored					
B5	Cemetery regulations adopted and up to date					
B6	Registers of burials and purchased graves completed correctly and stored safely					
B7	Burial certificates issued correctly					
B8	Green slips returned appropriately to Registrar					
B9	Legible cemetery burial plan up to date <ul style="list-style-type: none"> backed up if appropriate 					
B10	Business rates exemptions correctly applied					

	Charities	Y/N	Comments & Recommendations	Risk		
				Low	Med	High
C1	Accounted for separately					
C2	Independently audited					
C3	Returns filed within legal time limits					

	Community buildings	Y/N	Comments & Recommendations	Risk		
				Low	Med	High
Cb1			Not checked. Recommend include next time.			
Cb2						
Cb3						

	Markets	Y/N	Comments & Recommendations	Risk		
				Low	Med	High
M1	Income for stall hire balances					
M2	Fees charged in accordance with approved rates					
M3	Up to date occupancy details kept and securely retained					
M4	Statutory records kept / stored safely					
M5	Agreements/licences issued to all stall holders					
M6	Other					

	Other	Y/N	Comments & Recommendations	Risk		
				Low	Med	High
O1						
O2						
O3						

Travel: 13th January 2022 59 miles