



# Lincolnshire Association of Local Councils

## Internal Audit Checklist 2023/24

<b>Name of Parish or Town Council</b>	Hundleby Parish Council		
<b>Parish Council website</b>	<a href="https://hundleby.parish.lincolnshire.gov.uk/">https://hundleby.parish.lincolnshire.gov.uk/</a>		
<b>Name of internal auditor</b>	Carl Thomas		
<b>Date of audit</b>	13/05/24		
<b>Type of audit (Please tick)</b>	<input type="checkbox"/> Intermediate	<input type="checkbox"/> Year-end (including AGAR)	<input checked="" type="checkbox"/> x
<b>Council contact information</b>	<b>Name</b>	<b>Email</b>	
<b>Clerk</b>	Joseph Roberts	clerk.hundleby.pc@gmail.com	
<b>RFO* if different</b>			
<b>Chairman*</b>	Cllr Lynette Corten-Miller		
<b>Electorate</b>		<b>Total number of seats</b>	8
<b>Quorum</b>		<b>Number of councillor vacancies</b>	0
<b>Precept Demand 2023/24</b>	£5,000	<b>Gross budgeted Income</b>	£5000
<b>Date of most recent audit</b>	14/05/24	<b>Date of next audit agreed with Clerk</b>	
	<b>Y/N</b>	<b>Comments</b>	
<b>Has the internal auditor seen previous audit reports including the most recent?</b>	Y	Viewed last years checklist which showed no areas of concern.	
<b>Is there evidence that previous internal and external audit reports have been acted upon?</b>	NA		

Key governance review		Y/N	Comments & recommendations	Risk <sup>i</sup>		
				Low	Med	High
1	Standing Orders (tailored and reviewed)	Y	Last reviewed Jun 23	X		
2	Financial Regulations* (tailored and reviewed)	Y	Last reviewed May 23	X		
3	Terms of reference (committees / working groups)	Y	Finance, Parish Rooms and Human Resources	X		
4	Councillors' Code of Conduct*	Y	Last reviewed June 23	X		
5	Complaints procedure* (tailored and reviewed)	Y	Last reviewed July 23	X		
6	Insurance Cover <ul style="list-style-type: none"> <li>• Reviewed annually</li> <li>• Certificate(s) viewed &amp; valid</li> <li>• Employees' Liability Cover in place and published*</li> <li>• Public Liability Cover</li> <li>• Employees' Fidelity Guarantee</li> <li>• Councillors' ages reviewed and recorded</li> <li>• Other e.g. vehicles, assets, equipment, volunteers ...</li> </ul>	Y		X		
7	Council contact details available online	Y		X		
8	Up to date employment contracts for all staff	Y		X		
9	Publication scheme in place*	Y		X		
10	GDPR policies in place* <ul style="list-style-type: none"> <li>• Record Retention Schedule</li> <li>• Data Breach Assessment</li> <li>• Process for dealing with a Subject Access Request</li> <li>• Security Compliance Checklist ....</li> </ul>	Y		X		
11	Arrangement for inspection of public records adequate*	Y		X		
12	External audit report published by 30 Sept (if relevant)*	Y	Exempt	X		

Transparency		Y/N	Comments & recommendations	Risk		
				Low	Med	High
13	End of year accounts published by 1 July*	Y		X		
14	Annual Governance statement published by 1 July* <ul style="list-style-type: none"> <li>• Correctly claimed exemption from audit (if relevant)</li> </ul>	Y		X		
15	Internal audit report published by 1 July*	Y		X		
16	Agendas and meeting papers published within three clear days*	Y		X		
17	Past 5 years of annual returns available online*	N	Available until 2019/20	X		
18	Asset register published by 1 July*	Y		X		
<b>Councils under £25K turnover and over £200K (Best Practice for those under £200K):</b>						
19	All items of expenditure above £100 published by 1 July (over £500 for larger)	Y		X		
20	Councillor responsibilities published by 1 July	Y		X		
21	Draft minutes published within one month of the meeting	Y		X		
<b>Councils over £200K turnover:</b>						
22	Senior officer salaries published*	NA		X		
23	Data on issues important to local people (e.g., parking, grants)*	NA		X		
24	Procurement information over £5,000 published*	NA		X		

Accounting		Y/N	Comments & recommendations	Risk		
				Low	Med	High
25	Cashbook maintained and up to date	Y	Using Scribe accounting system	X		
26	Arithmetically correct (checks / balance)	Y		X		
27	Evidence of internal control	N	Recent minutes don't reflect any internal control although you have upload payment/expenditure reports. New Clerk in post and aware.			X
28	VAT* • evidence of recording • evidence of reclaiming	Y	Refund received June 2023 Claims being submitted quarterly from 2024/5 financial year.	X		
29	All payments supported by authorised, minuted invoices	Y		X		
30	s.137* • Recorded separately within accounts • Within legal threshold limits for the current year • Spend in accordance with legislation	Y	Recorded separately through accounting system (Scribe)	X		
31	Payments made in accordance with Financial Regulations • Cheques • Online banking • BACS • Direct Debit • Credit or debit cards • Other payments	Y		X		

Budget		Y/N	Comments & recommendations	Risk		
				Low	Med	High
32	Annual budget in support of precept approved by full council*	Y	Budget doesn't include any anticipated income which gives the impression the precept doesn't cover expenses.	X		
33	Precept demand properly minuted*	Y		X		
34	Earmarked reserves reviewed	Y		X		
35	Budget is monitored regularly with variances reported to council in line with Financial Regulations • Variances from budget explained	Y	Reviewed through Finance Committee	X		

Income control		Y/N	Comments & recommendations	Risk		
				Low	Med	High
36	Income properly recorded and banked promptly	Y		X		
37	Precept income received in bank account	Y	£5000 on 06/04/23	X		
38	Effective security of cash and cash transactions	Y	Cash received for hall hires. Effective process but could benefit from a Cash Handlign Policy so there is a formal structure in place.	X		
39	Effective security of card transactions	Y	Cards not handled	X		

Bank reconciliation		Y/N	Comments & recommendations	Risk		
				Low	Med	High
40	Regular bank statement reconciliation	Y	Banks accounts reconciled monthly and presented to council. Process to be amended to appropriately report through minutes.	X		
41	Balancing entries (adjustments) explained	NA		X		
42	Bank mandate up to date • Evidence of signatories	Y	Four signatories. Reviewed whenever there is a change of personnel.	X		

Petty cash		Y/N	Comments & recommendations	Risk		
				Low	Med	High
43	Petty cash account used/authorised	N	No petty cash held.	X		
44	Petty cash spending supported by VAT receipt(s)	N		X		
45	Petty cash reported to Council	N		X		
46	Petty cash float reconciled/reimbursed	N		X		
47	Other	N		X		

Year-end process		Y/N	Comments & recommendations	Risk		
				Low	Med	High
48	Accounting according to <ul style="list-style-type: none"> <li>Income and expenditure</li> <li>Receipts and payments</li> </ul>	Y	Receipts & Payments	X		
49	Bank statements reconcile to ledger	Y		X		
50	Robust audit trail evident	N	No cross referencing within minutes to financial statements. New Clerk in post and aware.			X
51	Debtors and creditors recorded	Y		X		
52	Other	Y		X		

Asset control		Y/N	Comments & recommendations	Risk		
				Low	Med	High
53	Register of assets* <ul style="list-style-type: none"> <li>Exists</li> <li>Reviewed</li> <li>Up to date</li> </ul>	Y	Last updated 31/03/23	X		
54	Assets inspected and Health & Safety issues considered* <ul style="list-style-type: none"> <li>Play equipment</li> <li>Street furniture</li> <li>Fire safety</li> <li>Defibrillators</li> <li>Other</li> </ul>	Y	Notice boards inspected whenever notices displayed and appropriate action taken.	X		

Risk management		Y/N	Comments & recommendations	Risk		
				Low	Med	High
55	Risk Register / Management scheme in place	Y		X		
56	Annual risk assessment undertaken as a minimum	Y				
57	Financial controls and procedures documented	Y				
58	Regular financial reporting to Council in line with Financial Regulations	N	The minutes since July 23 don't show any financial reporting. This may have been done via attachments but these need to be referenced to minutes and attached as an annexe. New Clerk in post and aware.			X

59	Reporting of bank balances minuted	N	No reporting of balances in July 23. New Clerk in post and aware.			X
60	Grants ratified and minuted according to policy	Y	No grants made.			
61	Evidence of unusual activity from minutes	Y	No financial reporting to cross reference payments / bank balances etc.  Council moved into closed session to co-opt a councillor. Co-option should be done in open meetings.			X

General		Y/N	Comments & recommendations	Risk		
				Low	Med	High
62	General Power of Competence <ul style="list-style-type: none"> <li>• Council eligible</li> <li>• General Power of Competence adopted/ up to date</li> </ul>	N		X		
63	Back up of files adequate	Y	USB backup monthly	X		
64	Storage of files (paper and electronic) adequate	Y	Stored in a fireproof filing cabinet.	X		
65	Local Council Award Scheme <ul style="list-style-type: none"> <li>• Foundation</li> <li>• Quality</li> <li>• Quality Gold</li> </ul>	N		X		
66	Website Accessibility Statement published online*	Y		X		

Proper Process / Practice		Y/N	Comments & recommendations	Risk		
				Low	Med	High
67	Employee posts properly recorded/ correct job descriptions <ul style="list-style-type: none"> <li>• Proper Officer (Clerk)</li> <li>• RFO</li> <li>• Deputy Clerk</li> <li>• Admin assistant</li> <li>• Site staff</li> <li>• Other</li> </ul>	Y		X		
68	List of Members' interests* <ul style="list-style-type: none"> <li>• displayed on website</li> <li>• reviewed regularly</li> </ul>	Y	Available via link to ELDC	X		

<b>69</b>	Declarations of acceptance of office* • New Councillor • Chairman	Y	Copies held by Clerk	X		
<b>70</b>	Co-options according to policy	N	No policy in place	X		
<b>71</b>	Agenda documents correct	Y		X		
<b>72</b>	Minutes correct / signed*	Y		X		
<b>73</b>	Council-owned email address account in place	Y	JPAG guidance suggests the parish council should own councillor email accounts.		X	
<b>74</b>	Purchase order system used/correct	N		X		
<b>75</b>	Purchasing authorised in line with Financial regs / limits	Y		X		
<b>76</b>	Council operating within legal powers* • Legal powers identified in minutes	Y		X		
<b>77</b>	Delegation to officers or committees • Scheme of delegation • Limits set out in financial regulations and / or standing orders; • adhered to; • reported adequately	Y	Committee's are delegated responsibilities through terms of references.	X		

Payroll & HR		Y/N	Comments & recommendations				Risk		
							Low	Med	High
<b>78</b>	Written statement of particulars for all staff from day one (April 2020 onwards)*	Y					X		
<b>79</b>	Proper procedures for payroll, PAYE & NI*	Y					X		
<b>80</b>	Is payroll inhouse or external provider used?	Y	In-House				X		
<b>81</b>	PAYE & NI payments verified	Y							
<b>82</b>	Approval of salaries and increments	Y	Linked to NALC pay scales				X		
<b>83</b>	Approval of expense claims	Y					X		



84	Minimum wage threshold met							
85	HR procedures and policies adopted / reviewed	Y				X		
86	Training policy and record staff /elected Members	Y				X		
87	Qualified Clerk <ul style="list-style-type: none"> <li>• CiLCA 2015 or later</li> <li>• Level 4 Community Governance or higher</li> </ul>	N				X		
88	Annual appraisals undertaken	N	New in post			X		
89	Job description up to date / reviewed	Y				X		
90	Health and safety of staff workstation & PC equipment undertaken * <ul style="list-style-type: none"> <li>• <a href="#">Display Screen Equipment</a></li> </ul>	Y				X		
91	Adequate Pension provision in place	Y	LGPS			Tick		
			NEST			Tick		
			Other			Identify		
			Y		N	DD/MM/YYYY		
			Y		N	DD/MM/YYYY		
		Y		N	DD/MM/YYYY			
		Y		N	DD/MM/YYYY			

## Transaction spot check

Check number	1	2	3	4	5	6
Ledger date						
Item / budget heading						
Reference / Cheque number						
Order minute reference						
Delivery evidence						
Payment minute reference						
Invoice value						
Minute value						
Payment value						
Statement value						
Timely payment						
VAT recorded						
S137 recorded in ledger						
S137 minuted						
Notes						

## Appendix: Additional Areas for Audit (Council Specific)

	Allotments	Y/N	Comments & Recommendations	Risk		
				Low	Med	High
A1	Income for allotment rentals balance					
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					
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"> <li>backed up if appropriate</li> </ul>					
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						
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						

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#### Endnotes

**High and medium risk items may lead to the internal auditor stating that the Council does not comply with one or more assertions on the AGAR form at the end of the financial year.**

<sup>i</sup> **High risk** – these items should be dealt with as a **high priority** because they may affect one or more of the following – statutory and must be done, high financial risk which could reveal the council to losses, not compliant with Proper Practices in the Practitioners’ Guide, high risk of reputational damage, failure to comply may lead to penalties, prosecution or legal action.

**Medium risk** – these items need to be improved to meet one or more of the following - statutory requirements, support internal control, reduce the risk of financial loss and reputational damage, improve governance, improve compliance with proper practices in the Practitioners’ Guide, and to improve procedures that should be in place.

**Low risk** – these items are usually **best practice** to improve governance, internal control, transparency, efficiency and effectiveness.

\*-Asterisked items are statutory requirements and should be in place where applicable.