



Black Rose Solutions Limited

Internal Audit Summary

Proper Bookkeeping – the cashbook is up to date, correct, regularly balanced and presented to council.

Review and Approval of Policies – standing orders, financial regulations, governance statement, risk register and asset register are reviewed and approved on an annual basis.

Payment Controls – an RFO has been appointed, payments are supported by invoices, authorised by 2 councillors and minuted. VAT is identified, recorded and reclaimed.

Occasionally the payments list copied into the minutes is not complete/accurate, and does not agree to the system print later available. However, all items for payment are reviewed and individually signed off by the Finance Committee, and values reported in the budget comparison report are correct. It is anticipated that the time made available by moving from weekly to monthly payroll will enable system prints to be available sooner to enable prior checking.

Income and Petty Cash Controls – income is properly recorded and promptly banked. Petty cash is secure, expenditure is recorded and reported regularly.

Budgetary controls – an annual budget is prepared to support the precept, expenditure against budget is regularly reported to the council, there are no significant unexplained variances.

Payroll Controls – all employees have contracts, PAYE/NIC is properly operated, payments appear reasonable and approved by the council.

Asset Controls – the Asset Register is up to date and where possible matches to insurance valuations.

Bank Reconciliation – the bank reconciliation is prepared regularly, in a timely fashion and presented to council. There are no unexplained balancing entries.

The bank reconciliation is not always fully signed off as has been minuted. The reconciliation is prepared (when there are movements) and correctly signed off periodically (more often than required by Financial Regulations), just not as frequently as is minuted. Care should be taken that a signed reconciliation is filed as minuted.

Year End Procedures – the accounts are prepared on the Income and Expenditure basis, the accounts agree to the cashbook, there is an audit trail to documents, debtors and creditors have been properly recorded.

Black Rose Solutions Limited, Registered in England and Wales No. 6136400
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