

1/3

	CHECK	COMPLIANCE	ACTION REQUIRED
1	Cash book reconciled with invoices	Yes	No further action required
2	VAT is correct in cash book linked to invoices	No	Overclaimed £30.32 in respect of Zurich Insurance premium The tax shown is Insurance Premium Tax and not VAT
3	Seperate column for S137 payments	n/a	
4	S137 powers checked	Yes	
5	Bank reconciliation to 31 March	Yes	No further action required
6	Financial regulations in place	Yes	No further action required
7	Financial risk assessment in place	Yes	No further action required
8	VAT has been reclaimed	Yes	No further action required
9	Annual Return figures are correct	Yes	No further action required
10	Council has approved accounts by the specified date	No	At the time of the internal audit the accounts had not been approved.

2/3

	CHECK	COMPLIANCE	ACTION REQUIRED
11	Petty cash if any managed	n/a	
12	Budget drawn up linked to invoices	Yes	No further action required
13	Bank statements reconciled to cash book and all statements present	Yes	No further action required
14	Standing order on contracts adopted	Yes	No further action required
15	All payments listed in minutes, including loan payments and income from lettings and other sources	Yes	No further action required
16	Copy of insurance policy seen	Yes	No further action required
17	Copy of precept request seen in place	Yes	No further action required
18	Significant variances explained	Yes	No further action required
19	Asset register submitted and checked against Annual Return Box 9	Yes	No further action required
20	Tax and NI properly applied	Yes	No further action required

3/3

	CHECK	COMPLIANCE	ACTION REQUIRED
21	Review of effectiveness of independent internal audit	Yes	No further action required
22	Council's own internal control systems in place	Yes	No further action required
23	Risk assessment completed for facilities open to the public	n/a	
24	Council considered recommendations made in previous years internal audit report	Yes	No further action required
25	Recommendations 2020		Action require to be taken in respect of item 10

Internal Audit report carried out by Ian Scott

Date: Completed 3 June 2020