

## Parish Council Financial Risk Assessment: Internal Audit Testing

<u>Check carried out</u>	<u>Comments</u>
<b>Minute Book</b>	
Authorisation for payments	<i>Tested - minuted as approved</i>
Review of insurance	<i>Reviewed</i>
Budget & Precept	<i>Precept approved and minuted 8 Jan 18</i>
Precept	<i>£9,077 0% on 2017</i>
Other matters	<i>£2,490.97 from Cricket Club for community use – restricted fund</i>
<b><u>Cash Book</u></b>	
<b>Clerk's remuneration</b>	
Payments authorised	<i>Tested - Cheque payments approved &amp; minuted</i>
Expenses claims	<i>Annual claim paid quarterly &amp; payment approved &amp; minuted</i>
<b>Cash Book</b>	
Receipts and payments precepted & minuted	<i>Checked to minutes and precept - tested</i>
Entries agreed to Bank statements	<i>All checked</i>
Invoices, receipts and vouchers checked to cash book entries	<i>All receipts checked; all vouchers checked.</i>
Receipts and payments analysed correctly	<i>Analysis reviewed</i>
VAT recorded correctly	<i>Record checked, correct</i>
Totals and sub-totals correct	<i>All correct</i>
<b><u>Bank accounts</u></b>	
Cash book balances	<i>Balanced and reconciled to bank – no outstanding items</i>
Cheque stubs initialled	<i>Two initials per cheque – sample of 12 confirmed</i>
<b><u>Management &amp; assessment of risk – financial &amp; health and safety</u></b>	
Insurance reviewed	<i>Renewal statement reviewed adequate based on policy statement and cover</i>
Assets	<i>Valuation based on best knowledge.</i>
Risk assessment	<i>Consider formal review</i>
Transparency Code	<i><a href="http://slaptonparish.co.uk/">http://slaptonparish.co.uk/</a> suggest needs annual &amp; financial information, policies etc. Good site work-in-progress</i>