

Bletsoe Parish Council Internal Audit 2014/15

I have carried out an Internal Audit of the Accounts of Bletsoe Parish Council in line with the attached schedule, and the requirements of the Audit Commission External Auditors. I have acted independently & on the basis of an assessment of risk, I have carried out a selective assessment of compliance with relevant procedures & controls. I have completed & signed section 4 of your Annual Return to the External Auditors, which details the audit I have completed as follows:

A – Appropriate books of account have been kept properly throughout the year.	Yes
B – The councils financial regulations have been met, payments were supported by invoices, all expenditure was approved & VAT was appropriately accounted for.	Yes
C – The Council assessed the significant risks to achieving its objectives & reviewed the adequacy of arrangements to manage these.	Yes
D – The Annual precept requirement resulted from an adequate budgetary process; progress against budget was regularly monitored; and reserves were appropriate.	Yes
E – Expected income was fully received, based on correct prices, properly recorded & promptly banked; & VAT was appropriately accounted for.	Yes
F – Petty cash payments were properly supported by receipts; all petty cash expenditure was approved & VAT accounted for.	N/A
G – Salaries to employees & allowances to members were paid in accordance with council approvals; and PAYE & NI requirements were properly applied.	Yes
H - Asset & Investment registers were complete & accurate & properly maintained.	Yes
I – Periodic & year end bank account reconciliations were properly carried out.	Yes
J – Accounting statements prepared during the year were prepared on the correct accounting basis (receipts & payments or income & expenditure), agreed to the cash book, were supported by an adequate audit trail from underlying records, & where appropriate debtors & creditors were properly recorded.	Yes
K – Trust funds (including charitable). The council met its responsibilities as a trustee.	N/A

Advisory Notes

The following notes are for information only, & are intended to draw the Parish Councils attention to wider issues for consideration:

Local Accountability Act 2014

Legislation has recently come into force, which facilitates the closure of the Audit Commission. The Local Government Association has set up a new independent company will take over this role until at least 2017 & possibly until 2020.

Smaller Authorities (Transparency Requirements) (England) Regulations 2015/494

From 2017 Councils with a turnover of less than £25k will be exempt from External Audit. Instead, they will be subject to the terms of this new legislation, which is mandatory from 1/4/15, & includes requirements for publishing specific information on Parish Council websites including:

- a) Details of transactions over £100
- b) Full end of year accounts
- c) Annual Governance Statement
- d) Internal Audit Report
- e) List of Councillor responsibilities
- f) List of assets
- g) Draft minutes of all meetings within one month of meeting
- h) Meeting agendas & papers 3 days before meetings

It is recommended all affected Parish Councils act immediately to ensure compliance, & from next year I will include these items in my audit if your turnover falls below £25k. NALC has produced Legal Briefing number L05/14 to provide more information.

Gill Wiggs

Gill Wiggs
April 2015