North Mymms Parish Council
Internal Audit Report 2019

13 June 2019 at 10:43:

(to be read in conjunction with the attached Internal Audit Observations)

	Internal Control Objective	Observation	Internal Audit Response
A	*Appropriate accounting records have been kept properly throughout the year.*	*The Council maintains its accounts using Sage software. The accounting records reviewed were well maintained. There were no adverse observations made*	Yes
B	*This smaller authority met its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.*	*The Council maintains a set of Financial Regulation which were subject to review by Council in May 2018. A sample of bank payments was tested during the Interim Internal Audit visit. In all cases it was possible to trace payments to the original supporting vouchers which had been appropriately approved.*	Yes
C	*This smaller authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.*	*The Council maintains a Risk Register which was subject to review by Council on 27 March 2019*	Yes

D	*The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.*	*The Council set the precept at a meeting held on 17 January 2018. Regular budget control reports have been subject to review by Finance & Amenities Committee*	Yes
E	*Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.*	*The Council receives a some income, mainly in the form of rents, in addition to precept and grants. The Council is VAT registered and has submitted the required returns to HMRC.*	Yes
F	*Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.*	*The Council does not maintain a Petty Cash*	N/A
G	*Salaries to employees and allowances to members were paid in accordance with this smaller authority's approvals, and PAYE and NI requirements were properly applied.*	*The Council operates a PAYE scheme. Payroll is processed using Sage payroll software. Regular payments of tax and national insurance have been made to HMRC.*	Yes
H	*Asset and investments registers were complete and accurate and properly maintained.*	*The Council maintains an asset register which was subject to review by on 15 May 2019*	Yes
I	*Periodic and year-end bank account reconciliations were properly carried out.*	*Regular bank reconciliations have been undertaken and have been subject to independent review. The year end bank reconciliation was reviewed and agreed.*	Yes

J	*Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.*	*The Council reports on an Income and Expenditure basis. Year end Debtors, Creditors and Accruals were reviewed and agreed.*	**Yes**
K	*IF the authority certified itself as exempt from a limited assurance review in 2017/18, it met the exemption criteria and correctly declared itself exempt.*	*The Council did not certify itself as exempt*	**N/A**
L	*During summer 2018 this authority has correctly provided the proper opportunity for the exercise of public rights in accordance with the requirements of the Accounts and Audit Regulations.*	*Not applicable for 2019 audit*	**N/A**
M	*Trust funds (including charitable) – The council met its responsibilities as a trustee.*	*The Council does not act as Trustee.*	**N/A**

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