

# INTERNAL CONTROL - ACTION PLAN

OBJECTIVE	ACTION REQUIRED	Town Clerk	Full Council	Internal Auditor	Finance & Audit Committee	TIMESCALE	NOTES
<b>FINANCIAL CONTROLS</b>							
<b>Are Financial Controls documented and regularly reviewed?</b>	Internal control policy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Annually	
<b>Review of the current Internal Audit procedure and its effectiveness</b>	Review internal audit objectives	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Annually	
<b>Review of banking provision</b>	Ensure that current provision meets the needs of the Council	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	As and when	
<b>Is the cashbook maintained, up-to-date and regularly balanced?</b>	Review documentation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Monthly	Internal audit check annually
<b>Is there a bank reconciliation for each account?</b>	Review documentation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Monthly	Internal audit check annually
<b>Is bank reconciliation carried out regularly on the receipt of statements?</b>	Review documentation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Monthly	Internal audit check annually
<b>Are there any unexplained balancing entries in any reconciliation?</b>	Review documentation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Monthly	Internal audit check annually

**INCOME CONTROLS**

**Does the precept recorded in the cashbook agree to the District Council's notification?** Review documentation     Annually

**Is income properly recorded and promptly banked?** Review documentation     Monthly Internal audit check annually

**PAYMENT CONTROL**

**Are payments in the cashbook supported by invoices, authorised and minuted?** Check quotations and minutes     Monthly Internal audit check annually

**Has VAT on payments been identified, recorded and reclaimed?** Evidence on files     Quarterly Internal audit check annually

**Is petty cash expenditure reported regularly to Council?** Evidence in minutes     Monthly Internal audit check annually

**Is petty cash reimbursement carried out regularly?** Evidence on files     Monthly Internal audit check annually

**Is all petty cash spent, recorded and supported by VAT invoices / receipts?** Evidence on files     Monthly Internal audit check annually

**Do salaries paid agree with those approved by the Council?** Evidence in minutes and on files     Monthly Internal audit check annually

**Are other payments to Staff and Council members reasonable and approved by the Council?** Evidence on files     As and when Internal audit check annually

**Has PAYE/NIC been properly operated by the Council as an employer?** Evidence on files     Monthly Internal audit check annually

**Is s137 expenditure separately recorded and within statutory limits?** Evidence on files     As and when Internal audit check annually

### **BUDGETARY CONTROL**

<b>Consideration be given to virement of funds between budget headings if required</b>	Evidence in minutes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	As and when	Internal audit check annually
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<b>Has the Council prepared an annual budget in support of its precept?</b>	Evidence in minutes	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Annually	
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<b>Is actual expenditure against budget regularly reported to the Council?</b>	Evidence in minutes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Monthly	Internal audit check annually
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<b>Are there any significant unexplained variances from budget?</b>	Evidence in documentation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Monthly	Internal audit check annually
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### **RISK MANAGEMENT**

<b>Is Insurance cover appropriate and adequate?</b>	Check insurance and inventory	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Annually	
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<b>Are security controls over cash adequate and effective?</b>	Check procedures	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Annually	
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### **ASSETS CONTROLS**

<b>Does the Council keep an asset register of owned material assets?</b>	Check documentation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Annually	
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<b>Are the Asset / Investments registers up to date?</b>	Check documentation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	As and when	Internal audit check annually
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<b>Do asset insurance valuations agree with those in the asset register?</b>	Check documentation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Annually	
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### **DOCUMENTATION**

<b>Review of Standing Orders and Financial Regulations</b>	Evidence in minutes	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Annually	
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<b>Review of Community Grant scheme</b>	Evidence in minutes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	As and when
<b>Review of minutes to ensure legal powers are available, and the basis of the powers recorded and correctly applied</b>	Evidence in minutes	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	As and when Internal audit check annually
<b><u>YEAR END PROCEDURES</u></b>						
<b>Are year-end accounts prepared on the correct accounting basis? (Receipts and Payments or Income and Expenditure)</b>	Check regulations and documentation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Annually
<b>Do the accounts agree with the cash book?</b>	Check bank reconciliation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Annually
<b>Is there an audit trail from underlying financial records to the accounts?</b>	Check documentation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Annually
<b>Where appropriate, have debtors and creditors been properly recorded?</b>	Check documentation	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	As and when Internal audit check annually

<b>ACTION REQUIRED:</b>	<b>TIMESCALE</b>	<b>NOTES</b>	<b>COMPLETED</b>
Evaluation Completed by: .....			
Signature: .....		Dated: .....	