

**Name of Council: CRAIG Community Council**

**Financial Year: 2023/24**

**Outline of work undertaken by Internal Audit**

**1. Proper bookkeeping**

Cashbook maintained and up to date.  
Cashbook arithmetic correct.  
Cashbook regularly balanced.

**2. Standing Orders and financial regulations adopted and applied**

Council formally adopted standing orders and financial regulations.  
The Clerk has been appointed Responsible Financial Officer.  
Items or services above the de minimis amount have been competitively purchased.

**3. Payments Controls**

Payments in the cashbook are supported by invoices, duly authorised and minuted.  
VAT on payments have been identified, recorded and reclaimed.  
S137 expenditure separately recorded and within statutory limits.

**4. Risk Management Arrangements**

Review of the minutes do not identify any unusual financial activity.  
Minutes record the council carrying out an annual risk assessment.  
Insurance cover appropriate and adequate.

**5. Budgetary Controls**

Council has prepared an annual budget in support of its precept.  
Actual expenditure against the budget regularly reported to the council.  
There are no significant unexplained variances from budget.  
Reserves are appropriate.

**6. Income Controls**

Income is properly recorded and promptly banked.  
The precept recorded agrees to the Council Tax authority's notification and bankings.

**7. Petty Cash Procedures**

Not applicable.

**8. Payroll Controls**

The Clerk has a contract of employment with clear terms and conditions.  
Salary paid agrees with that approved by the council.  
Other payments to the Clerk are reasonable and approved by the council.  
PAYE/NIC has been properly operated by the council as an employer.

### **9. Assets Controls**

The council maintains a register of all material assets owned or in its care.  
The asset register is up-to-date.

### **10. Bank Reconciliation**

Bank reconciliation prepared for each account.  
Bank reconciliation carried out regularly and in a timely fashion.  
There are no unexplained balancing entries in any reconciliation.

### **11. Year- end procedures**

Year-end accounts prepared on the correct accounting basis - Receipts and Payments.  
Accounts agree with cashbook.  
There is an audit trail from underlying financial records to the accounts.

Signed



Mr V L Llewellyn  
Internal Auditor  
Date 12<sup>th</sup> June 2024