

## Part 2PM Annual Internal Audit Report 2019/20

ENTER NAME OF PARISH MEETING

This Parish Meeting's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation **during** the financial year ended 31 March 2020.

The internal audit for 2019/20 has been carried out in accordance with this Parish Meeting's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this Parish Meeting.

| Internal control objective                                                                                                                                                                                                                                                                                   | Agreed? Please choose one of the following |     |               |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|-----|---------------|
|                                                                                                                                                                                                                                                                                                              | Yes                                        | No* | Not covered** |
| A. Appropriate accounting records have been properly kept throughout the financial year.                                                                                                                                                                                                                     | ✓                                          |     |               |
| B. This Parish Meeting complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.                                                                                                                                   | ✓                                          |     |               |
| C. This Parish Meeting assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.                                                                                                                                                                 | ✓                                          |     |               |
| D. The precept requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.                                                                                                                                                  | ✓                                          |     |               |
| E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.                                                                                                                                                              | ✓                                          |     |               |
| F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.                                                                                                                                                                     | ✓                                          |     |               |
| H. Asset and investments registers were complete and accurate and properly maintained.                                                                                                                                                                                                                       | ✓                                          |     |               |
| I. Periodic and year-end bank account reconciliations were properly carried out.                                                                                                                                                                                                                             | ✓                                          |     |               |
| 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. | ✓                                          |     |               |
| K. If the Parish Meeting certified itself as exempt from a limited assurance review in 2018/19, it met the exemption criteria and correctly declared itself exempt. <i>(If the Parish Meeting had a limited assurance review of its 2018/19 AGAR tick "not covered")</i>                                     | ✓                                          |     |               |
| L. The Parish Meeting has demonstrated that during summer 2019 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.                                                                                                                                    | ✓                                          |     |               |

For any other risk areas identified by this Parish Meeting adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

DD/MM/YY

DD/MM/YY

DD/MM/YY

JULIAN OF COWAN AUDITOR

Signature of person who carried out the internal audit

*Julian of Cowan*

Date

19/7/20

\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).