

# Internal Audit 2015/2016 (April 2015 – March 2016)

### **Accounting Records**

Computerised accounting procedures continue to follow good accounting practice throughout the year. Internet transfers supported by confirmation documents from HSBC.

### **Financial Regulations**

The Council's financial regulations continue to meet good practice. Payments and receipts are complimented by correct paper evidence. Ensuring good paper trials

### **Precept and Budget**

Use of precept and control of budget are regularly monitored by the Council and Finance and Performance Committee and surplus funds managed to maximum effect i.e. interest bearing accounts and Money Market options though HSBC.

### **Income**

Receipts are banked to maximise investment income in interest bearing accounts. Invoices issued are monitored for receipt of payment.

### **Petty Cash**

Claims for expenditure supported by receipts. Cash balance checked and found to be £106.15. Vouchers totalling £93.85 as at 31<sup>st</sup> March 2016.

### **Salaries, N.I. and PAYE**

Accounting procedures fully followed and Inland Revenue returns, pension fund payments and staff payments made correctly.

### **Assets and Investments**

These follow good accounting practice.

### **Bank Reconciliation**

Income & Expenditure reconciliations properly carried out monthly.

### **Full Year Accounts**

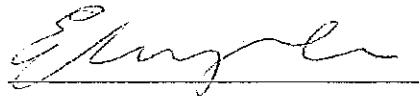
Accounts follow accepted accounting format, i.e. receipts and payments, income and expenditure.

**Audit Trail**

Routines of accounting in place to follow payments and receipts.

**Other Comments**

None

A handwritten signature in cursive script, appearing to read 'E Lynch', is written over a horizontal line.

*26<sup>th</sup> April 2016*

*E Lynch*