

Annual Internal Audit Report for Stourpaine Parish Council for the year ended 31 March 2018

I have completed the Annual Internal Report for Stourpaine Parish Council - Section 4 of the Annual Return for the year ended 31 March 2018.

The duties of internal audit relate to reporting the adequacy and effectiveness of the council's system of internal control.

In carrying out my review I took into account *Governance & Accountability for Smaller Authorities in England, A Practitioners' Guide* issued in March 2017 and updated for clarification in March 2018 by the Joint Panel on Accountability and Governance (JPAG).

In carrying out my review I considered the recommendation made in my report for the year ended 31 March 2017.

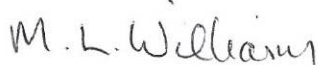
I carried out selective checks of the bank records against Minutes of council meetings, third party invoices and cash book (spreadsheet) entries. The spreadsheet entries showed the dates income was received and cheques issued, and also showed dates when cheques were cleared. There were no cash transactions.

Bank reconciliations were carried out prior to council meetings. There was an error one month regarding a cancelled/ reissued cheque but payment was correctly made and the position for the year as a whole was correctly reconciled.

A couple of cheque payments were made which were not shown on the schedules of authorised payments. The payments tie in with invoices and are not suspect in any way but it is something to keep an eye on.

Minutes show that the council is aware that it should not hold reserves other than for reasonable working capital needs or for specifically earmarked purposes. Specific future expenditure has been identified to justify the level of reserves.

Overall I considered the council's internal control arrangements which I reviewed to be adequate and effective.



Margaret Williams
10 May 2018