

Interim Report on the Internal Audit of South Hykeham Parish Council

I was visited at home by your Parish Clerk, Mrs Carolyn Wilkinson in order for me to carry out an Internal Audit. This visit was on 28/11/2017 and lasted for 1¾ hours.

My first task was to look through the invoices and ensure all were properly listed and stored. I quickly glanced through the ledgers of accounts but did not have enough time to look at these in more detail. This I will do at the year-end audit.

The current revision of the Financial Regulations is dated 11/5/2016 and is therefore due for revision; which I understand is in progress. I looked through the document with a particular interest with the procedures to cover internet banking. I feel that it is good practice to advise the supplier of the bank payment by email, or similar, and a copy retained on file.

Risk Assessments were considered in respect to internet banking. It was found that this subject needs adding to the Risk Assessment documents. I noticed that the last page of the current Risk Assessment document shows no "person responsible".

The Asset Register is current and dated 10/5/2017. I notice, however, that there is no total for the current value of assets. How do you determine how much insurance you require without this total?

I asked about pre-planning for the precept and was informed that this was based on the April to December expenditure. This is currently being reviewed.

In conclusion, I am pleased to report to the Council that as a result of my audit, it is my opinion that their financial matters are managed properly. The end of year audit will be in more detail.

Mike Pues
Internal Auditor
December 2017.