

BARTON LE WILLOWS PARISH COUNCIL
INTERNAL AUDIT FORM - YEAR ENDING 31/3/17

		YES/NO
1	✓ Cash book reconciled with invoice	YES.
2	✓ VAT correct in cash book	YES
3	✓ Separate column for VAT	YES
4	? VAT has been reclaimed	NOT YET
5	✓ Bank reconciliation to 31 March 2017 provided	YES.
6	X Financial regulations in place	NO EVIDENCE
7	X Financial Risk Assessment in place	NO EVIDENCE
8	✓ Annual Return figures correct	YES.
9	? Council approved accounts by specified dates	NOT YET
10	✓ Bank statements reconciled to cash book/all statements present	YES
11	? Standing Orders adopted	YES, BUT TO UPDATE
12	X All payments listed in minutes	NO (CHK 274 MISSING)
13	✓ Copy of Insurance Policy seen	ON FILE
14	X Copy of precept request seen	NO EVIDENCE
15	✓ Significant variances explained	SEE SHEET
16	✓ Asset register checked against Annual Return Box 9	ON FILE
17	✓ Review of effectiveness of independent internal audit	SEE YLCA SHEET
18	? Accounts approved by 11th May 2017 ^{@ ANNUAL PARISH COUNCIL MEETING.}	NOT YET.

Internal Audit Report carried out by FIONA HILL

Signed Fiona Hill Date 19 MAY 2017

Seen and verified 23 May 2017

L. Ritchie
 Lorraine Ritchie