



LJC Bookkeeping Services
The Firs
Lower Metherell, Callington
Cornwall PL17 8BJ
Tel no: 01579 350962

2nd May 2018

INTERNAL AUDIT REPORT 2017/18 – MORVAL PARISH COUNCIL

I have completed the internal audit for March 2018 and signed the Annual Report in accordance with my findings. Testing was carried out as appropriate in line with the Financial Risk Assessment and is reported below:

- **Precept, Budgets and Reserves**
The precept was set at £13,371 after consideration of a budget and the level of free reserves. The receipt of precept is recorded in the ledger and on the bank statements. **No issues**
- **Other Income**
Other income was tested against supporting documentation and traced to bank and ledger. **No issues**
- **Staff Costs**
The Clerk's salary was tested to agree with the minutes approving the Clerk's appointment. PAYE is not applicable. **No issues**
- **Payments**
Payments were supported by invoice and receipts and VAT has been properly recorded and reclaimed for 2016/17. **No issues**
- **Bank Reconciliations**
Regular bank reconciliations and ledger checks are carried out. Monthly budget reports are being produced and presented to Council. **No issues**
- **Asset Register**
The Parish Council's Asset Register was available and found to be properly maintained. **No issues**

- **Insurances**
The insurance cover in place was reviewed and appeared adequate. Fidelity guarantee cover is adequate based on Audit Commission guidance. **No issues**
- **Transparency Code**
Smaller Parish Councils are required to publish an annual list of Items of Expenditure over £100. There is no evidence of this record on the Morval Parish Council website for 2016/17 or 2018/19 (the latter year must be published by July 1st). **Observation**

No issues were found that required further information or investigation. Audit concluded satisfactorily.

Linda Coles
Internal Auditor