



## LJC Bookkeeping Services

The Firs  
Lower Methereil, Callington  
Cornwall PL17 8BJ  
Tel no: 01579 350962

30<sup>th</sup> April 2019

### INTERNAL AUDIT REPORT 2018/19 – MORVAL PARISH COUNCIL

I have completed the internal audit for March 2019 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 £13,523 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 and allowances were paid in accordance with the Council's approval. PAYE is not applicable. **No issues**

- **Payments**

Payments were supported by invoice and receipts and VAT has been properly recorded and reclaimed for 2017/18. **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**

It was noted that the relevant documents are published on the Parish Council website in accordance with the guidance under the Transparency Regulations for smaller councils.

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

Linda Coles  
Internal Auditor