

## BASIS OF REPORT

**As part of its annual governance review to prepare its annual governance statement, an authority needs to scrutinise the actions it has taken during the year, and the decisions that it has made, and satisfy itself that it has acted properly within its powers and in accordance with any relevant Regulations**

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This internal audit report is based upon the National Association of Local Councils (NALC) recommended check-list, introduced in 2016, in conjunction with the latest edition 1 of the Practitioners' Guide to Governance and Accountability in Local Authorities.

The scope of this internal audit is focused on assessing the effectiveness of the Council's internal controls. Where any such controls are found to be deficient, the internal audit will help lead to improvement in those processes.

***NB: It would be incorrect to view internal audit as the detailed inspection of all records and transactions of the Council in order to detect error or fraud. It is the periodic independent review of a Council's internal controls resulting in an assurance report designed to improve effectiveness and efficiency of the activities and operating procedures under the Council's control. Managing the Council's internal controls should be a day-to-day function of the staff and councillors and not left for internal audit. (Source: Governance and Accountability for Local Councils-A Practitioners' Guide)***

**Accounts and Audit Regulations (SI 2006 No. 564), requires all local Councils to now review the effectiveness of the system of internal audit at least on an annual basis**

### Independence

Council members should be clear on their own responsibilities for the "protection of the public purse" and within the internal audit framework. The Council has a duty to consider the annual internal audit report and to demonstrate that consideration by inclusion in the minutes. Each item mentioned in the report should be fully addressed. There may be a need for councillor training to ensure that all members fully understand this role and budget provision should be made where necessary.

### Audit Planning and Reporting

The Council should properly take account of the corporate risk i.e. controls and procedures within the Council which minimise the risk of the body not being able to function or carry out what it sets out to do.

The internal audit will comprise 2 parts done at different times of the year. The interim audit is usually done part way through the year, and is an audit of the Council's processes and procedures

The final audit is undertaken after completion of the year-end, so that balances within the accounts may be verified, the auditor will submit written reports to the Council after the interim and final audit.

During the full internal audit, the following were checked:

- Proper Accounting Procedures
- Cash book

- Financial Regulations
- Standing Orders
- Payment Controls
  - Estimates, quotes, tenders
  - Authority by the Council
  - Legal Powers
  - Approved Invoices
  - Cheque Stubs
  - VAT
  - General Power of Competence eligibility and expenditure
  - Section 137 Use (Expenditure limit £8.12 per member of Drewsteignton Population 2019-20 = £8.12 x 662 (2011 Census) (£5475.44) LGA1972 s.137 4(a))
- Risk Management including insurance
- Budgetary Controls
- Income controls
- Payroll
- Asset Control
- Bank Reconciliation
- Year End
- Governance and Safeguarding Policies of the Council

The internal auditor is appointed by and reports to the Council not the clerk/RFO.

The below summary and recommendations is to be attached to the annual return detailing the actions taken to address the weaknesses in the areas that I felt the internal control objectives were not met.

**INTERNAL AUDITOR'S SUMMARY AND RECOMMENDATIONS FOR DREWSTEIGNTON PARISH COUNCIL resulting from Internal Audit Year Ending 31<sup>st</sup> March 2020 to accompany Annual Internal Audit Report of AGAR 2019/20**

<p><b>INTERNAL CONTROL OBJECTIVE (A)</b>  <b>Appropriate Accounting Records have been properly kept throughout the financial year</b></p>	<p>The Clerk and Council have take taken positive action to remedy all issues highlighted during the 2019-20 interim audit and now meet Internal Control Objective A</p>
<p><b>INTERNAL CONTROL OBJECTIVE (B)</b>  <b>This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for</b></p>	<p>The clerk and council have taken positive action to remedy all issues highlighted during the 2019-20 interim audit and now meet Internal Control Objective B</p>
<p><b>INTERNAL CONTROL OBJECTIVE (C)</b>  <b>This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these</b></p>	<p>The clerk and council have taken positive action to remedy all issues highlighted during the 2019-20 interim audit and now meet Internal Control Objective C</p>
<p><b>INTERNAL CONTROL OBJECTIVE (D)</b>  <b>The precept or rates requirements resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate</b></p>	<p>The clerk and council have taken positive action to remedy all issues highlighted during the 2019-20 interim audit and now meet Internal Control Objective D</p>
<p><b>INTERNAL CONTROL OBJECTIVE (E)</b>  <b>Expected income was fully received, based on correct prices, properly recorded, and promptly banked; and VAT was appropriately accounted for</b></p>	<p>The clerk and council have taken positive action to remedy all issues highlighted during the 2019-20 interim audit and now meet Internal Control Objective E</p>
<p><b>INTERNAL CONTROL OBJECTIVE (F)</b>  <b>Petty cash payments were properly supported by receipts, all petty cash expenditure was approved, and VAT appropriately accounted for</b></p>	<p>All in Order</p>
<p><b>INTERNAL CONTROL OBJECTIVE (G)</b>  <b>Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied</b></p>	<p>The current clerk cannot access Drewsteignton Gateway Account for PAYE and TAX submissions, due to the previous clerks details being the point of contact, and is instead using her own Gateway Account to submit PAYE FPS requirements. The result is that personal information for the current clerk is being sent to a previous employee which could amount to a breach of GDPR.  HMRC will not permit the security administration details to be changed without the intervention of the previous clerk due to the use of her personal mobile telephone number being used as a security for</p>

	codes to be sent to in order to access the account. I recommend that the previous clerk is written to and asked to attend a mutually agreed location with the current clerk (expenses to be reimbursed), in order that the Account can be updated with current security information to enable the clerk to access the account and submit PAYE FPS correctly in order to fully meet Internal Control Objective G
<b>INTERNAL CONTROL OBJECTIVE (H)</b> <b>Asset and investments registers were complete and accurate and properly maintained</b>	The clerk and council have taken positive action to remedy all issues highlighted during the 2019-20 interim audit and now meet Internal Control Objective H
<b>INTERNAL CONTROL OBJECTIVE (I)</b> <b>Periodic and year-end bank account reconciliations were properly carried out</b>	The clerk and council have taken positive action to remedy all issues highlighted during the 2019-20 interim audit and now meet Internal Control Objective I
<b>INTERNAL CONTROL OBJECTIVE (J)</b> <b>Accounting statements prepared during the year were prepared on the correct accounting basis, agreed to the cash book supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded</b>	All in Order
<b>INTERNAL CONTROL OBJECTIVE (K)</b> <b>IF the authority certified itself as except from a limited assurance review in 2018/19, it met the exemption criteria and correctly declared itself exempt</b>	All in Order

**Drewsteignton Parish Council needs to have appropriate evidence to support a ‘Yes’ answer to an assertion, for example a reference in a set of formal minutes. If an authority is not able to respond ‘Yes’ to any assertion, it needs to provide an explanation to the external auditor on a separate sheet describing how the authority will address the weaknesses identified. These explanations must be published along with the completed AGAR.**

INTERNAL AUDITOR’S SUMMARY AND RECOMMENDATIONS FOR DREWSTEIGNTON PARISH COUNCIL resulting from Internal Audit Year Ending 31 <sup>st</sup> March 2020 in relation to Section 1 – ANNUAL GOVERNANCE STATEMENT of AGAR 2019/20	
<b>ASSERTION 1</b> We have put in place arrangements for the effective financial management during the year, and for the preparation of the accounting statements in accordance with the Accounts and Audit Regulations	Positive action has been taken by the Clerk and Council resulting from the 2019-20 interim audit, but the Council are still required to put in place a general reserves policy and regularly review and assess the earmarked reserves level to meet Assertion 1 ( <i>Joint Panel on Accountability and Governance Practitioners Guide March 2020 item 1.13</i> )
<b>ASSERTION 2</b> We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness ( <i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge</i> )	Positive action has been taken by the Clerk and Council resulting from the 2019-20 interim audit, but I see no evidence that the Council have carried out a review of the effectiveness of their system of internal control to fully meet Assertion 2 ( <i>Joint Panel on Accountability and Governance Practitioners Guide March 2020 item 1.20 Review of effectiveness — Regulation 6 of the Accounts and Audit Regulations 2015 requires the authority to conduct each financial year a review of the effectiveness of the system of internal control. The review needs to inform the authority’s preparation of its annual governance statement</i> )
<b>ASSERTION 3</b> We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances ( <i>has only done what it has the legal power to do and has complied with Proper Practices in doing so</i> )	The Council is currently breaching the requirements of the Transparency Code 2000 to publish year-end accounts (including bank reconciliation, significant variances and expenditure over £100).

<p><b>ASSERTION 4</b> We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations</p>	<p>Following the positive action taken by the Clerk and Council resulting from the 2019-20 interim audit, the only area of concern is that the council is not publishing all relevant parts of the year-end Accounts as detailed under Assertion 3</p>
<p><b>ASSERTION 5</b> We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risk, including the introduction of internal controls and/or external insurance cover where required</p>	<p>Positive action has been taken by the Clerk and Council resulting from the 2019-20 interim audit, but failure to comply with the requirements of the Freedom of Information Act 2000 and General Data Protection Regulations 2018 currently expose the council to risk of financial penalty and damage to reputation <u>which does not meet Assertion 5</u></p>
<p><b>ASSERTION 6</b> We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems</p>	<p>Following the positive action taken by the Clerk and Council resulting from the 2019-20 interim audit, I found no areas of concern</p>
<p><b>ASSERTION 7</b> We took appropriate action on all matters raised in reports from internal and external audit</p>	<p>Positive action has been taken by the Clerk and Council resulting from the 2018-19 audits and 2019-20 interim audit, however, some actions from the interim audit still require actioning</p>
<p><b>ASSERTION 8</b> We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements</p>	<p>I found no areas of concern</p>

Any further comments/Recommendations

**COMMENTS ON ANNUAL ACCOUNTS**

The new Clerk/RFO had difficulties in balancing the year-end Accounts for the AGAR, resulting in back-tracking year-end accounts over several years, resulting in many of the figures for 2018-19 being restated. I have checked these 'restated' figures and agree the figures presented as 'Restated' and the 2019-20 annual accounts presented are correct. The clerk should present the 2018-19 annual accounts figures to full council for resolution to approve them as Restated and sign the AGAR accordingly with the minutes reference, which should then be republished on the council website.

**RECOMMENDATIONS**


1. **HIGH PRIORITY – PAYE Gateway Account security administration to be amended in consultation with previous clerk to ensure that GDPR requirements are being met and security information is updated (see comment under Internal Control Objective G above)**
2. **HIGH PRIORITY – Recommendation that the Council adopt a reserves policy to meet Assertion 1**
3. **HIGH PRIORITY – Recommendation that the Council implement a system of internal control review immediately before signing AGAR and again in March 2021 to meet Assertion 2**
4. **HIGH PRIORITY - Recommendation carried from interim audit October 2019 to be completed immediately – A Publication Scheme is adopted and published on the Council’s website to comply with the Freedom of Information Act**
5. **HIGH PRIORITY – Recommendation carried from interim audit October 2019 – Council create a Freedom of Information Policy/Procedure to comply with the Requirements of the FOIA 2000**
6. **HIGH PRIORITY – Recommendation carried from interim audit October 2019 – Privacy Statement to be published on the Council Website to comply with the requirements of GDPR**
7. **HIGH PRIORITY – All expenditure over £100, year-end accounts and bank reconciliation have not been published on the website and the council are therefore breaching the requirements of the Transparency Code 2000**
8. **MEDIUM PRIORITY – Recommendation carried from interim audit October 2019 – Risk assessment to be carried out on Cllrs continuing to use personal email addresses and devices for council business to ensure GDPR requirements are being met – consider use of Cllr own device/email policy**
9. **MEDIUM PRIORITY - Recommendation carried from interim audit October 2019 – Risk assessment to be carried out on Cllrs storage of council matters on personal devices/removable media to ensure GDPR requirements are being met – consider removable media policy**
10. **MEDIUM PRIORITY – Recommend that the clerk is paid travelling costs reimbursed in accordance with the March 2019 Local Government NJC (England, Wales & Northern Ireland). Casual User Allowance Engine capacity (as per item 6.4 below) – currently paid at £0.45ppm**
11. **MEDIUM PRIORITY – The parish council website is not user friendly and does not meet the criteria for the Disability Regulations WCAG2 which must be in place by September 2020 or the Council may risk being fined – Recommend new website is considered if not already in hand**

#### COMMENTS

Drewsteignton Clerk and Council have carried out extensive work in order to carry out the recommendations from the interim audit carried out in October 2019 and should be commended for what they have achieved.

**DREWSTEIGNTON PARISH COUNCIL INTERNAL AUDIT REPORT YEAR ENDING 31ST MARCH 2020**

<b>Name of Council</b>	Drewsteignton Parish Council	<b>Clerk</b>	Alice Turner
<b>Number of councillors</b>	9 (3 current vacancies)	<b>RFO</b>	Alice Turner
<b>Quorum</b>	3	<b>Precept (For audit year)</b>	£13,825
<b>Electorate</b>	662	<b>Annual Turnover</b>	Budget £14,323

AUDITOR	MELANIE BICKELL	MELANIE BICKELL
Signed		
Audit Type (delete as appropriate)	<del>INTERIM</del>	ANNUAL
Date	29 <sup>th</sup> October 2019	27 <sup>th</sup> May 2020
AGAR completed and signed		27 <sup>th</sup> May 2020



## 1 GOVERNANCE – KEY POLICIES AND PROCEDURE DOCUMENTATION

	Description	Date Ratified	Minuted	Published on website	Review date	RECOMMENDATIONS/COMMENTS
1.1	Standing Orders	✓	✓	X	✓	
1.2	Financial Regulations	✓	✓	X	✓	Interim Audit Recommendation 1 - Completed
1.3	Code of Conduct	✓	✓	X	✓	Interim Audit Recommendation 2 - Completed
1.4	Risk Management	✓	✓	X	✓	Interim Audit Recommendation 3 - Completed
1.5	Internal Control	✓	✓	X	✓	Systems are in place but require testing
1.6	Scheme of Delegation	✓	✓	X	✓	Interim Audit Recommendation 4 - Completed
1.7	Council Insurance	✓	✓	X	✓	
1.8	Publication Scheme/FOI					<p>Interim Audit report extract (October 2019)</p> <p>Freedom of Information Act – The council has two statutory obligations under the FOIA 2000 – to publish certain information and respond to requests for information. The Parish Council has no Freedom of Information procedure/policy and does not have a publication scheme in place and therefore not published on their website. Freedom of information Act applies to public authorities. The Act places a duty on a Public Authority to adopt and maintain publication schemes approved by the Information Commissioners Office. S.19 requires LA to review publication schemes periodically</p> <p><b>Recommendation 5 - Urgent to be carried out before 31st March 2020</b> A Publication Scheme is adopted and published on the council's website to comply with the Freedom of information Act.</p> <p><b>Recommendation 6 – High Priority to be carried out 31st March 2020</b> Council create a Freedom Of Information Policy/Procedure to comply with the requirements of the FOIA 2000</p>
1.9	Terms of Reference for all Committees	N/A				
1.10	Anti-Fraud & Corruption	✓	✓	X	✓	Interim Audit Recommendation 9 - Completed
1.11	Internal Audit	✓	✓	X	✓	

1.12	Data Protection	✓	✓	X	✓	Interim Audit Recommendation 7 - Completed
1.13	Privacy statement	X	X	X	✓	<b>Interim Audit Recommendation 8 – Not Completed</b> Privacy Statement has been adopted but is not published on the council website The General Data Protection Regulations 2018 and the Information Commissioners Office stipulate that all websites, emails and correspondence carry reference to where the organisations privacy statement can be viewed – as a minimum it should be published on the council website and the website provider to ensure the appropriate cookies are working to direct people to the privacy statement upon viewing. The council are to adopt a privacy statement and publish accordingly
1.14	Information Retention	✓	✓	X	✓	
1.15	Use of Own Device/email					<b>Interim Audit Recommendation 16 – Not Completed</b> General Data Protection Regulations 2018 – 7 <sup>th</sup> Principle of the Data Protection Act states “appropriate technical and organisational measures shall be taken against accidental loss or destruction of, or damage to, personal data.” It means you must have appropriate security in place to prevent the personal data you hold from being accidentally or deliberately compromised. This is relevant if person data is being processed on devices why you may not have direct control over GDPR Article 24.2 (Appropriate measures to be taken by the Data Controller [Drewsteignton Parish Council])
1.16	Removable Media					<b>Interim Audit Recommendation 14 – Not Completed</b> Recommend a safeguarding policy to protect against inappropriate use and compliance with GDPR Information Security Policy recommended under GDPR to safeguard the council against the risk of data information being transferred to somebody who is not entitled to receive it or at risk from corruption Removable Media Policy supports the controlled storage and transfer of information by Councillors and others working on behalf of the council
1.17	Social Media	N/A				
1.18	Complaints Procedure	✓	✓	X	✓	Interim Audit Recommendation 10 - Completed
1.19	Confidential Reporting Procedure	✓	✓	X	✓	
1.20	Equality & Diversity	✓	✓	X	✓	Interim Audit Recommendation 15 - Completed
1.21	Disciplinary and Grievance	✓	✓	X	✓	Interim Audit Recommendation 11 - Completed
1.22	Health & Safety	✓	✓	X	✓	Interim Audit Recommendation 12 - Completed

1.23	Lone Working	✓	✓	X	✓	Interim Audit Recommendation 13 - Completed
1.24	Training					
1.25	Grants & Donations					
1.26	Reserves					<b>Interim Audit Recommendation 17 – Not Completed</b> council to approve and adopt a suitable reserves policy for Drewsteignton Parish Council and the opening of a separate reserves account to help clearly identify earmarked funds
1.27	Councillor Register of Interests	✓	✓	✓	✓	Recommend the register only shows Drewsteignton Cllrs and not the whole of the District of West Devon as per the current link
1.28	Asset Register	✓	✓	X	✓	Interim Audit Recommendation 18 - Completed
1.29	Declaration of Interests Register					All in order
1.30	Resolution Register					All in order
1.31	Planning Register					All in order
1.32	Cemetery Policy	N/A				

## 2 BOOK-KEEPING/ACCOUNTING – In accordance with Governance & Accountability Guidance

Procedure	Y/N	Comments and Recommendations
<b>2.1 Ledger/Cash Book</b>		
2.1.1 Headings representative of budget heads, maintained and up to date	Y	
2.1.2 VAT recorded correctly	Y	
2.1.3 VAT reclaimed correctly	Y	
2.1.4 S137/GPC payments recorded separately	Y	Drewsteignton are not currently eligible to adopt GPC
<b>2.2 Payments</b>		
2.2.1 Purchase order number raised for each item	Y	
2.2.2 Ledger entries correct	Y	
2.2.3 Supported by invoice which is verified by RFO and signed by 2 councillors	Y	
2.2.4 Budget head, power for expenditure recorded on invoice/ledger	Y	
2.2.5 Minutes when expenditure first approved recorded on invoice/ledger	Y	
2.2.6 Minutes where actual expenditure reported to council identified	Y	
<b>2.3 Receipts</b>		
2.3.1 Recorded correctly in cash book ledger	Y	
2.3.2 Supported by remittance paperwork	Y	
2.3.3 Budget head identified	Y	
2.3.4 Minuted	Y	
2.3.5 Assigned receipt reference number	Y	
<b>2.4 Bank Reconciliation</b>		
2.4.1 Produced monthly or for each Parish Council Meeting	N	No bank reconciliation produced to council or minuted between April and December 2019 due to clerk not being in receipt of bank statements
2.4.2 Checked by Councillors	Y	
2.4.3 Signed and Minuted	Y	

<b>2.5 Banking/Cash Handling</b>		
2.5.1 Online banking approved and incorporated into Standing Orders and Financial Regulations		Pending online banking
2.5.2 Banking Procedure periodically reviewed	Y	
2.5.3 Signatory lists maintained and approved	Y	
2.5.4 Appropriate cash flow procedure	Y	
2.5.5 Reserves maintained in separate bank account and correctly identified	N	Reserves are held in current account
2.5.6 Bank Statements received by RFO	Y	From January 2020
2.5.7 Cash Handling Procedure adequate and risk assessed	Y	
2.5.8 Petty cash procedures adequate	N/A	
<b>2.6 Year-End Procedure</b>		
2.6.1 Last Internal Audit comments actioned	Y	Majority
2.6.2 Last External Audit comments actioned	Y	
2.6.3 Year-end bank reconciliation checked and signed by Chair and Minuted and published on council website under Transparency Code if applicable	N	Not published on website as part of year-end accounts (2018-19) BREACHES TRANSPARENCY CODE <b>17a.</b> The statement of accounts should be accompanied by: a copy of the bank reconciliation for the relevant financial year,
2.6.4 Year-end accounts prepared on correct accounting basis	Y	
2.6.5 Year-end asset register approved and signed and Minuted	Y	To be published on the website
2.6.6 Year-end bank statements and ledgers/cash book reconciled and signed by Chair and Minuted	N	Clerk is aware of this requirement
2.6.7 Significant Variances adequately explained and Minuted and published on council website under Transparency Code if applicable	N	Not Minuted and not on website as part of year-end accounts (2018-19) BREACHES TRANSPARENCY CODE <b>17b.</b> The statement of accounts should be accompanied by: an explanation of any significant variances (e.g. more than 10-15 percent, in line with proper practices) in the statement of accounts for the relevant year and previous year

2.6.8	Section 1 of AGAR – Annual Governance Statement signed, resolved, individually minuted and published on website	N	Not individually Resolved and Minuted as per requirements of AGAR, Accounts and Audit Regulations 2015
2.6.9	Section 2 of AGAR – Accounting Statements signed, resolved, individually minuted and published on website	N	Not individually Resolved and Minuted as per requirements of AGAR, Accounts and Audit Regulations 2015
2.6.10	Notice of Exempt Authority Resolved, minuted and published on website	N	Not Resolved and Minuted as per requirements of AGAR, Accounts and Audit Regulations 2015
2.6.11	Notice of Public Inspection period Minuted and published on website	Y	
2.6.12	Internal auditor report published on website	N	Interim Audit 2019-20 October 2019 with list of recommendations has not been published
2.6.13	Internal Auditors report accepted by council and minuted	Y	
2.6.14	All expenditure in excess of £100 published on website	N	<p><b>Breaches Transparency Code</b></p> <p>13. Smaller authorities should publish the details of each individual item of expenditure above £100. Publishing a complete list of expenditure transactions will also meet this requirement. Expenditure information should be published for each individual spending transaction above £100<sup>3</sup> rather than each item bought</p> <p>14. For each individual item of expenditure above £100 the following information must be published:</p> <ol style="list-style-type: none"> <li>date the expenditure was incurred,</li> <li>summary of the purpose of the expenditure,<sup>5</sup></li> <li>amounts<sup>3</sup>, and</li> <li>Value Added Tax that cannot be recovered.</li> </ol>

### 3 DUE PROCESS

Procedure	Y/N	Comments/Recommendations
3.1 Agendas clear, informative, signed, published accordingly and on website	Y	
3.2 Agenda supporting documents published on website	Y	
3.3 Minutes referenced, clear, informative, signed front and last page, with remainder pages initialled, and published as a draft within 28 days of meeting, with replacement by approved minutes following next pcm	N	January, February, March, April, June, July, August & September 2019 minutes published on the website still state Draft – this was pointed out during the interim audit in October and contravenes Standing Orders 12e
3.4 All expenditure and receipts correctly Minuted with Authority for expenditure identified	Y	
3.5 All estimates/quotations/tenders for contractors/works in accordance with Standing Orders and Financial Regulations	n/a	Council have not got any contractors appointed
3.6 Authority for emergency expenditure by the Clerk incorporated into Standing Orders and Financial Regulations	Y	
3.7 All contractors provide proof of public liability insurance cover of £5 million	Y	
3.8 Council Annual Planner/Annual Action Plan up to date		
3.9 Annual Parish Meeting held between March and June	N	Clerk is aware of this requirement
3.10 Annual Parish Council Meeting held in May (or within 14 days of councillors taking office in an election year)	Y	
3.11 Council working groups/committees' roles and responsibilities of Councillors on website and up to date with approved terms of reference if applicable	n/a	Councillors are not appointed to any committees or as representatives to external bodies
3.12 All Councillor contact details available on website	Y	
3.13 Clerk full contact details available on website along with working hours	Y	
3.14 Annual Asset Inspection Carried out with report to full council	Y	
3.15 Parish Council Website accessible, privacy statement and uploaded with all statutory documents and in compliance with Freedom of information Act and Transparency Code	N	The General Data Protection Regulations 2018 and the Information Commissioners Office stipulate that all websites, emails and correspondence carry reference to where the organisations privacy statement can be viewed – as a minimum it should be published on the council website and the website provider to ensure the appropriate cookies are working to direct people to the privacy statement upon viewing. The council are to adopt a privacy statement and publish accordingly
3.16 Grant applications approval correct power used	N	Expenditure power not identified – clerk is aware of this requirement

## 4 RISK MANAGEMENT

Procedure	Y/N	Comments/Recommendations
4.1 Annual Risk Assessment carried out and reported to full council	Y	
4.2 Internal control policy updated to reflect risk assessment, internal audit and external audit comments/recommendations and other relevant factors	Y	
4.3 Council Insurance adequate	Y	
4.3.1 Assets correctly valued and covered	Y	
4.3.2 Public Liability Insurance	Y	
4.3.3 Employer Liability Insurance	Y	
4.3.4 Fidelity Guarantee	Y	
4.3.5 Data Protection Cover	Y	
4.3.6 Clerk Working from home	Y	
4.3.7 Personal accident cover for clerk/members/volunteers	Y	
4.3.8 Annual Review carried out	Y	
4.4 Mileage claims supported by evidence and appropriate insurance cover	Y	
4.5 Digital backup of council data carried out and stored effectively	Y	
4.6 Review of Employees/Members training requirements with regards to refresher training (GDPR)		In hand – sourcing GDPR training provider



**5 BUDGET**

Procedure	Y/N	Comments/Recommendations
5.1 Annual Budget approved and minuted with signed approved copy	Y	
5.2 Precept Demand in accordance with approved budget, approved and minuted	Y	
5.3 Reserves legitimately held, correctly identified earmarked/restricted, at an appropriate level and minuted	Y	
5.4 Budget expenditure reported to full council at least quarterly with any predicted overspends highlighted and council approval of virements or reallocation of reserves prior to expenditure being incurred	Y	
5.5 Budget cross checked with cash book/ledgers	Y	

**6 STAFF**

Procedure	Y/N	Comments/Recommendations
6.1 Contract of employment issued	Y	
6.2 Appointment of Clerk/RFO and salary approved and Minuted	Y	
6.3 Clerk/RFO reimbursed for working from home in accordance with HMRC guidelines		Clerk is not claiming the HMRC allowance but is aware that she is entitled to do so
6.4 Clerk/RFO reimbursed for business mileage incurred away from place of work (home address) at approved amount per mile as casual user	N	March 2019 Local Government NJC (England, Wales & Northern Ireland). Casual User Allowance Engine capacity <a href="https://www.unison.org.uk/content/uploads/2019/04/Vehicle-allowances.pdf">https://www.unison.org.uk/content/uploads/2019/04/Vehicle-allowances.pdf</a> 451 - 999cc - 46.9p per mile 1000 - 1199cc - 52.2p per mile 1200 - 1450cc per mile first 8,500 65.0p per mile
6.5 Who carries out payroll		Clerk – use of PAYE
6.6 Payslip issued	Y	
6.7 Overtime, mileage, expenses, reimbursements authorised and evidenced	Y	
6.8 PAYE/NI/IT evidence	Y	
6.9 Line manager	Y	
6.10 Annual Appraisal arrangements in place to include annual pay progression	Y	
6.11 Clerk Training/mentoring in place	Y	

**7 TRANSACTION SPOT CHECKS Various carried out all in order**

	Invoice	Invoice	Invoice	Invoice	Receipt	Receipt
Purchase/Receipt number						
Purchase approval minutes reference						
Payment minutes ref						
Powers used						
Budget Heading						
Cheque Number/ Paying in ref						
Bank Statement no. & cross referenced						
VAT recorded						
VAT reclaimed						