

**YEAR END REPORT BY THE INTERNAL AUDITOR
FINANCIAL YEAR ENDING 31 MARCH 2018**

Internal Auditor's Certification to Stanwix Rural Parish Council

I confirm I have, on the 20th April 2018 undertaken an internal audit for the period 1st October 2017- 31st March 2018 in accordance with the Account and Audit Regulations (England) 2014 as outlined in the Audit Plan approved by Council and incorporating any new requirements as outlined in "Governance and Accountability for Local Councils" A Practitioners' Guide (England) March 2018

This report supplements the information reported in the first half -year audit and confirms that the Council is compliant with the Account and Audit Regulations in all the following areas.

1. Proper Bookkeeping

The cashbook for the second half of the financial year 1st October 2017 – 31st March 2018 has been balanced monthly. The year-end balance is correctly recorded in the bank reconciliation and there are no errors in the calculations.

2. Standing Orders/Financial Regulations.

The council at the meeting held on March 2018 reviewed the documents Min. No. SR 633 3/3/18 and they were formally adopted.

While having no statutory requirement to fulfil the Transparency Code regulations; as Stanwix Rural Parish Council does not fall into the income/expenditure compliance bands. The Clerk/RFO updates the website with comprehensive information ensuring full transparency and public accountability.

3. Invoice procedure

A random check was made of invoices paid in the period. All comply with Financial Regulations and indicate that the council adheres to the principles of best value.

The sample below was the only one in the period above the £2000.00 band, which is checked.

Playdale	Linstock Play Equipment	£2284.80
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4. VAT

Vat has been recorded and the correct sum of £807.96 for the period ending 31st March 2018 has been identified and confirmed by the audit trail to the cashbook.

5. Sct 137 Payments

The Council has complied with the requirement to keep a separate record of account of all Sct 137 payments. No payments have been made in this financial year.

6. Risk Management

The council at the meeting held in September 2017 - Minute No. SR547 3/9/17 reviewed and formally adopted the Risk Management Policy documents.

7. Internal Financial Controls/Audit Arrangements

The effectiveness of internal financial controls and internal audit arrangements were reviewed and approved as complying with requirements.

8. Budgetary Control

Expenditure is monitored against budget and the minutes record, if required, any virements.

9. Cash Balances at the Bank

The balance at the bank and cash in hand as at the 31st March 2018, which includes earmarked reserves - is considered adequate to enable the Council to fulfil budgeted expenditure and retain an adequate cash flow.

10. Income Controls

All income is promptly banked upon receipt.

11. Clerk's Expenses

All expensed incurred by the Clerk are notified to the council and included in the payment schedule. VAT is identified as appropriate, recorded and reclaimed.

12. Payroll Controls

Cumbria Payroll operates PAYE externally. The salary of the Clerk was reviewed after appraisal – March 2018 meeting Min. No. 633.4 The subsequent increment is notified to Cumbria Payroll and will be implemented in the financial year commencing 1st April 2018. All payments to the pension scheme and HMRC are up to date and accurate.

13. Asset Control

The Asset Register was updated to record all acquisitions and disposals and subsequently approved by council at the meeting held on 4th March 2017 Min. No. SR629 All assets are adequately covered by insurance.

14. Bank Reconciliation

The Cashbook is balanced monthly and reconciled to the bank statements. All reconciliations are accurate and reported to Council. A member, other than the Chairman, verifies the accuracy of the information by a signature on the corresponding bank statement.

15. Year End Accounts

Stanwix Rural Parish Council produces accounts on a Receipts and Payments basis as required by the Accounts and Audit Regulations.

I confirm that at the conclusion of the 2017-18 Internal Audit review, Stanwix Rural Parish Council is fully compliant with all Account and Audit Regulations and statutory requirements

In concluding the Internal Audit for the financial year 1st April 2017 – 31st March 2018, I must express my appreciation of the accurate and methodical records kept by the Town Clerk and Responsible financial Officer (RFO) and the help and assistance with any queries, which facilitates a comprehensive inspection of Stanwix Rural Council's records.

Georgina D Airey - Internal Auditor – 27th April 2018.