



Lincolnshire Association of Local Councils

Internal Audit Checklist 2023/24

Name of Parish or Town Council	Silk Willoughby		
Parish Council website	Homepage – Silk Willoughby Parish Council (lincolnshire.gov.uk)		
Name of internal auditor	Rachel Popplewell		
Date of audit	23.04.2024		
Type of audit (Please tick)	<input type="checkbox"/> Intermediate	<input type="checkbox"/> Year-end (including AGAR)	<input checked="" type="checkbox"/> x
Council contact information	Name	Email	
Clerk	Rowena Boden	silkwillpc@gmail.com	
RFO* if different			
Chairman*	Cllr Louise Roberts	lrswpc21@gmail.com	
Electorate	269	Total number of seats	5
Quorum	3	Number of councillor vacancies	0
Precept Demand 2023/24	£5200	Gross budgeted Income	
Date of most recent audit		Date of next audit agreed with Clerk	
	Y/N	Comments	
Has the internal auditor seen previous audit reports including the most recent?	n	TOR in place, appoint member at May 2024 Co-option Policy now in place Training Policy now inplace	
Is there evidence that previous internal and external audit reports have been acted upon?			

Key governance review		Y/N	Comments & recommendations	Risk ¹		
				Low	Med	High
1	Standing Orders (tailored and reviewed)	y	May 2024 review			
2	Financial Regulations* (tailored and reviewed)	y	July 2023 – review May 2024			
3	Terms of reference (committees / working groups)	y	TOR for staffing committee 03/2024			
4	Councillors' Code of Conduct*	y	On website			
5	Complaints procedure* (tailored and reviewed)	y	Review May 2024			
6	Insurance Cover <ul style="list-style-type: none"> • Reviewed annually • Certificate(s) viewed & valid • Employees' Liability Cover in place and published* • Public Liability Cover • Employees' Fidelity Guarantee • Councillors' ages reviewed and recorded • Other e.g. vehicles, assets, equipment, volunteers ... 	y	BHIB – Clear Council July 2024 to renewal. Certificate on the notice board.			
7	Council contact details available online	Y	Via the clerk. Only chair has email address			
8	Up to date employment contracts for all staff	y				
9	Publication scheme in place*	y	Readopted March 2024 – review 2025			
10	GDPR policies in place* <ul style="list-style-type: none"> • Record Retention Schedule • Data Breach Assessment • Process for dealing with a Subject Access Request • Security Compliance Checklist 	y	Just subject access needed			
11	Arrangement for inspection of public records adequate*	y	Online dates available			
12	External audit report published by 30 Sept (if relevant)*					

Transparency		Y/N	Comments & recommendations	Risk		
				Low	Med	High
13	End of year accounts published by 1 July*	y				
14	Annual Governance statement published by 1 July* <ul style="list-style-type: none"> • Correctly claimed exemption from audit (if relevant) 	y	On website.			
15	Internal audit report published by 1 July*	y				
16	Agendas and meeting papers published within three clear days*	y	Published online and hand delivered.			
17	Past 5 years of annual returns available online*	y	online			
18	Asset register published by 1 July*	y	Online			
Councils under £25K turnover and over £200K (Best Practice for those under £200K):						
19	All items of expenditure above £100 published by 1 July (over £500 for larger)	y	All payments in the minutes			
20	Councillor responsibilities published by 1 July	y				
21	Draft minutes published within one month of the meeting	y	online			
Councils over £200K turnover:						
22	Senior officer salaries published*		n/a			
23	Data on issues important to local people (e.g., parking, grants)*					
24	Procurement information over £5,000 published*					

Accounting		Y/N	Comments & recommendations	Risk		
				Low	Med	High
25	Cashbook maintained and up to date	y	Scribe			
26	Arithmetically correct (checks / balance)	y				
27	Evidence of internal control	y				
28	VAT* • evidence of recording • evidence of reclaiming	y	Annually re-claim.			
29	All payments supported by authorised, minuted invoices	y	Presented			
30	s.137* • Recorded separately within accounts • Within legal threshold limits for the current year • Spend in accordance with legislation	y	Donation Poppy wreath			
31	Payments made in accordance with Financial Regulations • Cheques • Online banking • BACS • Direct Debit • Credit or debit cards • Other payments	y	But risk to council as only one seconder and all monies are in one bank £200k+			

Budget		Y/N	Comments & recommendations	Risk		
				Low	Med	High
32	Annual budget in support of precept approved by full council*	y	Yes, budget approved			
33	Precept demand properly minuted*	y	Amount but no %			
34	Earmarked reserves reviewed	y	Consider adopting Reserves policy			
35	Budget is monitored regularly with variances reported to council in line with Financial Regulations • Variances from budget explained	y				

Income control		Y/N	Comments & recommendations	Risk		
				Low	Med	High
36	Income properly recorded and banked promptly	y	Direct into the account			
37	Precept income received in bank account					
38	Effective security of cash and cash transactions					
39	Effective security of card transactions					

Bank reconciliation		Y/N	Comments & recommendations	Risk		
				Low	Med	High
40	Regular bank statement reconciliation	y	Every meeting – not be signed by Chairman			
41	Balancing entries (adjustments) explained	y				
42	Bank mandate up to date • Evidence of signatories	y	Upto date but only 1 active online signatory. Daily limit upped by Chair with no consultation			

Petty cash		Y/N	Comments & recommendations	Risk		
				Low	Med	High
43	Petty cash account used/authorised		n/a			
44	Petty cash spending supported by VAT receipt(s)					
45	Petty cash reported to Council					
46	Petty cash float reconciled/reimbursed					
47	Other					

Year-end process		Y/N	Comments & recommendations	Risk		
				Low	Med	High
48	Accounting according to • Income and expenditure • Receipts and payments		R&P			
49	Bank statements reconcile to ledger					
50	Robust audit trail evident					

51	Debtors and creditors recorded	n			
52	Other				

Asset control		Y/N	Comments & recommendations	Risk		
				Low	Med	High
53	Register of assets* <ul style="list-style-type: none"> • Exists • Reviewed • Up to date 	y	Yes online Feb 2024			
54	Assets inspected and Health & Safety issues considered* <ul style="list-style-type: none"> • Play equipment • Street furniture • Fire safety • Defibrillators • Other 	n	Nothing owned			

Risk management		Y/N	Comments & recommendations	Risk		
				Low	Med	High
55	Risk Register / Management scheme in place	n				
56	Annual risk assessment undertaken as a minimum	n				
57	Financial controls and procedures documented	n	Documented chair operated beyond powers.			
58	Regular financial reporting to Council in line with Financial Regulations	y				
59	Reporting of bank balances minuted	n				
60	Grants ratified and minuted according to policy	y	Policy & application available			
61	Evidence of unusual activity from minutes					

General		Y/N	Comments & recommendations	Risk		
				Low	Med	High
62	General Power of Competence <ul style="list-style-type: none"> • Council eligible • General Power of Competence adopted/ up to date 	n				
63	Back up of files adequate	y	Memory stick & online			
64	Storage of files (paper and electronic) adequate					
65	Local Council Award Scheme	n	Waiting to apply			

	<ul style="list-style-type: none"> • Foundation • Quality • Quality Gold 					
66	Website Accessibility Statement published online*					

	Proper Process / Practice	Y/N	Comments & recommendations	Risk		
				Low	Med	High
67	Employee posts properly recorded/ correct job descriptions <ul style="list-style-type: none"> • Proper Officer (Clerk) • RFO • Deputy Clerk • Admin assistant • Site staff • Other 	y	Clerk only employee			
68	List of Members' interests* <ul style="list-style-type: none"> • displayed on website • reviewed regularly 	y	Via nkdc website.			
69	Declarations of acceptance of office* <ul style="list-style-type: none"> • New Councillor • Chairman 	y	Chair only no VC			
70	Co-options according to policy	y	online			
71	Agenda documents correct	y				
72	Minutes correct / signed*	y	Each page initialled			
73	Council-owned email address account in place	y	Clerk & Chair only.			
74	Purchase order system used/correct	n				
75	Purchasing authorised in line with Financial regs / limits	n				
76	Council operating within legal powers* <ul style="list-style-type: none"> • Legal powers identified in minutes 					

77	Delegation to officers or committees <ul style="list-style-type: none"> • Scheme of delegation • Limits set out in financial regulations and / or standing orders; • adhered to; • reported adequately 	n	Nothing in writing.			
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Payroll & HR		Y/N	Comments & recommendations				Risk		
							Low	Med	High
78	Written statement of particulars for all staff from day one (April 2020 onwards)*	y							
79	Proper procedures for payroll, PAYE & NI*	y	Basic tools						
80	Is payroll inhouse or external provider used?	y	In-house	x	External				
81	PAYE & NI payments verified	y	In meeting						
82	Approval of salaries and increments	y	Appraisal carried out						
83	Approval of expense claims	y							
84	Minimum wage threshold met	y	Above minimum wage						
85	HR procedures and policies adopted / reviewed	y							
86	Training policy and record staff /elected Members	y	Training – no councillors attend.						
87	Qualified Clerk <ul style="list-style-type: none"> • CiLCA 2015 or later • Level 4 Community Governance or higher 	n							
88	Annual appraisals undertaken	y	By the Chair						
89	Job description up to date / reviewed	y	All okay						

90	Health and safety of staff workstation & PC equipment undertaken * <ul style="list-style-type: none"> Display Screen Equipment 	y								
91	Adequate Pension provision in place	n	LGPS		Tick					
	NEST		Tick							
	Other		Identify							
	<ul style="list-style-type: none"> Automatic Enrolment for Staff* 		Y		N		DD/MM/YYYY			
	<ul style="list-style-type: none"> Opt Out Evidenced* 		Y		N		DD/MM/YYYY			
<ul style="list-style-type: none"> Declaration of Compliance* 		Y		N		DD/MM/YYYY				
<ul style="list-style-type: none"> Redeclaration of Compliance 		Y		N		DD/MM/YYYY				

Transaction spot check

Check number	1	2	3	4	5	6
Ledger date	11.08.2023	03.07.2024	31.05.2024			
Item / budget heading	Sept minutes	July Minutes	July minutes			
Reference / Cheque number						
Order minute reference						
Delivery evidence						
Payment minute reference	NKDC	Tidy gardens	LCC Speedwatch			
Invoice value	£50.40	£230.00	£150.00			
Minute value	£50.40	£230.00	£150.00			
Payment value	£50.40	£230.00	£150.00			
Statement value						
Timely payment						
VAT recorded						
S137 recorded in ledger						
S137 minuted						
Notes						

Appendix: Additional Areas for Audit (Council Specific)

	Allotments	Y/N	Comments & Recommendations	Risk		
				Low	Med	High
A1	Income for allotment rentals balance	n				
A2	Fees charged in accordance with approved rates					
A3	Up to date occupancy details kept and securely retained					
A4	Agreements/licences issued to all plot holders					
A5	Other					

	Burials	Y/N	Comments & Recommendations	Risk		
				Low	Med	High
B1	Cemetery accounts balance	n				
B2	Fees charged in accordance with approved rates					
B3	All interred ashes have certificates of cremation*					
B4	Permits properly documented and stored*					
B5	Cemetery regulations adopted and up to date					
B6	Registers of burials and purchased graves completed correctly and stored safely*					
B7	Burial certificates issued correctly					
B8	Green slips returned appropriately to Registrar					
B9	Legible cemetery burial plan up to date* <ul style="list-style-type: none"> backed up if appropriate 					
B10	Business rates exemptions correctly applied					

	Charities	Y/N	Comments & Recommendations	Risk		
				Low	Med	High
C1	Accounted for separately	n				
C2	Independently audited*					
C3	Returns filed within legal time limits*					

	Community buildings	Y/N	Comments & Recommendations	Risk		
				Low	Med	High
Cb1		n				
Cb2						
Cb3						

	Markets	Y/N	Comments & Recommendations	Risk		
				Low	Med	High
M1	Income for stall hire balances	n				
M2	Fees charged in accordance with approved rates					
M3	Up to date occupancy details kept and securely retained					
M4	Statutory records kept / stored safely					
M5	Agreements/licences issued to all stall holders					
M6	Other					

	Other	Y/N	Comments & Recommendations	Risk		
				Low	Med	High
O1		n				
O2						
O3						

Endnotes

High and medium risk items may lead to the internal auditor stating that the Council does not comply with one or more assertions on the AGAR form at the end of the financial year.

ⁱ **High risk** – these items should be dealt with as a **high priority** because they may affect one or more of the following – statutory and must be done, high financial risk which could reveal the council to losses, not compliant with Proper Practices in the Practitioners’ Guide, high risk of reputational damage, failure to comply may lead to penalties, prosecution or legal action.

Medium risk – these items need to be improved to meet one or more of the following - statutory requirements, support internal control, reduce the risk of financial loss and reputational damage, improve governance, improve compliance with proper practices in the Practitioners’ Guide, and to improve procedures that should be in place.

Low risk – these items are usually **best practice** to improve governance, internal control, transparency, efficiency and effectiveness.

*-Asterisked items are statutory requirements and should be in place where applicable.