

**INTERNAL AUDIT REPORT 2020-21 ACCOUNTS  
PERFORMED BY JULIE HARTLEY, IPFA, CILCA**

NAME OF PARISH: ENMO COUNCIL  
VISIT DATE: 20<sup>th</sup> April 2021

**SUMMARY STATEMENT:**

From the audit review and tests I have performed, I can confirm that financial matters are handled correctly and sensibly. It was good to see that the budget and precept setting procedures have been improved and documentation was clear.

The parish council needs to give consideration as to how the monies received this year via legacies or in trust are managed going forward. This could include a separate bank account/trust fund and setting clear conditions about their use, to ensure that any covenants are met. I have provided the Clerk with the details of another local parish that operates trust funds and CALC, as always, will have helpful advice.

The Asset Register does need to be updated and the monetary value of assets should agree to the amount that is entered in the Accounts. Also, it is advisable to put in place a risk assessment that is specific to the parish. I have provided the Clerk with a straight-forward good example from another local parish.

The Standing Orders that are posted to the parish website are the template that is provided by the National Association (NALC). It does state that these are under review. It is advisable to complete this as soon as possible and have in place standing orders that are specific to your parish.

**SUMMARY OF TESTING AND FINDINGS**

Internal Control area	Documents reviewed	Findings
Overall financial controls set properly	Standing Orders Financial Regulations	Not in evidence.
Budgetary Control – proper arrangements	Budget for 2019-20 Budget Monitoring Council minutes	Much improved on prior years and documentation is clear.
Expenditure – authorisation	Invoices Minutes	Acceptable.
Expenditure – accounting	Cash Book Bank reconciliations	Acceptable.
Income controls	Cash book Bank statements/Reconciliation	Acceptable. How legacies are managed going forward needs to be addressed.
Payroll – legally performed	Payroll records	Acceptable.
Risk Management	Insurance Policy Risk management policy	In place Needs to be completed.
Asset Management	Asset register	In place but needs update.
Information Management (Transparency Code)	Web site	Most relevant information is available. Comments provided to Clerk.