

**INTERIM REPORT BY THE INTERNAL AUDITOR  
FINANCIAL YEAR ENDING 31 MARCH 2018  
PERIOD 1<sup>ST</sup> APRIL 2017 – 30<sup>TH</sup> SEPTEMBER 2017**

**Internal Auditor's Certification to Cleator Moor Town Council**

The Accounts and Audit (England) 2015 Regulation a Council to publish (for a period of at least 14 days prior to 30<sup>th</sup> September), the Notice of Conclusion of Audit in or one more conspicuous place/s, (including on the authority's website or other website), advising the public that audit has been completed.

The clerk advises that the notice was duly posted in a public place.

The Council received an unqualified audit from the External Audit meaning no matters of significance was required to be brought to the attention of the Council and which confirmed the Accounts and all governance documents fulfilled the requirements of the Account and Audit Regulations. The return of the Annual Governance statement, which has just recently been received, will be notified to Council at the next meeting and duly recorded in the minutes.

I confirm I have, on the 26<sup>th</sup> October 2017 undertaken an internal audit for the period 1<sup>st</sup> April – 30<sup>th</sup> September 2017 in accordance with the Account and Audit Regulations (England) 2015 as outlined in the schedule previously circulated and approved by Council and incorporating any new requirements as outlined in "Governance and Accountability for Local Councils" A Practitioners' Guide March 2017.

I conclude and report that the Clerk/Responsible Financial Officer (RFO) has maintained a high standard of recordkeeping, which has simplified the audit process. The Council's control systems are efficient and effective and give the appropriate level of confidence that the financial statements and reports reflect a true and accurate account of the Council's finance and governance records.

I report as follows and confirm that the Council is fully compliant with the Account and Audit Regulations and there are no matters to bring to the attention of the Council

**1. Proper Bookkeeping**

All receipts and payments are allocated to budget heads. The cashbook is balanced monthly and also has cumulative monthly, quarterly and annual totals. All records are arithmetically correct. The computerised accounts have an integral checking system for data input accuracy.

**2. Standing Orders and Financial Regulations. Payment Controls**

Standing Orders and Financial Regulations were reviewed and are current. The Clerk advises that is the intention to review the National Association of Local Councils (NALC) Model Financial Regulations, with the intention of ensuring new legislation (if applicable) is included prior to the conclusion of the financial year ending 31<sup>st</sup> March 2017.

A random check was made of expenditure with the following invoices noted in excess of £1000. All payments comply with Financial Regulations and adhere to the principle of Best Value.

**3. Vat**

Vat has been correctly identified and is claimed quarterly. The VAT claims are up to date.

**4. Sct 137 and other payments**

As required a separate record of payments under Sct 137 is recorded in the cashbook. Cleator Moor Town Council is a General Power of Competence Council and the majority of payments can now be made under this Power.

**5. Risk Assessment.**

Risk assessment documents were reviewed, updated and adopted in the 2016-17 financial year.

The position will constantly be monitored throughout the year and confirmed prior to the conclusion of the current financial year, with the adoption recorded in the minutes.

**6. Register of Financial Interests**

Members fulfil the obligation to annually update the Register of Interests

**7. Budget Controls**

An annual budget is prepared and approved by the council at the appropriate time to meet the Borough Council's timetable. The precept recorded in receipts is as requested by Cleator Moor Town Council.

Expenditure against the budget is regularly monitored and virements made as required.

**8. Cash Reserves**

Cash reserves as 30<sup>th</sup> September 2017, which includes earmarked funds, are regarded as adequate to fulfil the council's projected budget

**9. Income Controls**

All income arising mainly from allotment rents, which are mainly paid by cheque, is adequately safeguarded and banked promptly.

**10. Petty Cash Procedures**

All petty cash expenses are advised to council and VAT identified and reclaimed.

**11. Payroll Controls and PAYE/NIC**

All PAYE, NIC and pension contributions are accurately submitted to HMRC online in real-time.

**12. Asset Controls**

The asset register will be monitored throughout the year and will be presented for adoption prior to the year-end and will include all acquisitions and disposals, which will be duly recorded in the minutes.

**13. Bank Reconciliation**

The cashbook is reconciled to the bank monthly on receipt of bank statements.



**Georgina D Airey**  
Internal Auditor - 1<sup>st</sup> November 2017.