

Rosemarie David AAT

14 Church Close, Madeley, Telford, Shropshire

10th May 2019

Katrina Baker

Clerk to Waters Upton Parish Council

Oaklands,

Waters Upton

Telford,

TF6 6NP

Dear Katrina

COMPLETION OF THE INTERNAL AUDIT FOR 2018/19

Thank you for providing me with the information relating to Waters Upton Parish Council for the financial year of 2018/19.

I can confirm that the Internal Audit has been completed in accordance with the Governance & Accountability Practitioners Guide 2015, revised and updated in 2018 and 2019.

I was able to witness evidence in relation to the internal control objectives as follows:

A	Appropriate accounting records have been kept properly throughout the year. I have witnessed the receipts and payment account, cheque book stubs and bank statements. Records of expenditure are noted within the Minutes and details of the laws and statutes permitting such expenditure are recorded on the payment vouchers.
B	This smaller authority has met its financial regulations, payments were supported by invoices and all expenditure had been approved by Members, two signatories and VAT identified. One cheque remains unrepresented and this has now been 'paid back' to the accounts and written off.
C	This smaller authority had assessed the significant risks and had insurance in place appropriately. An updated risk assessment was available.
D	An adequate system of monitoring payments against budget was in place and reported to the Council on a regular basis. The balance list of earmarked reserves should be agreed by Council to identify the projects and specific funds where money has been allocated. The income raised for projects throughout the year has been recorded in the Minutes and Members have been kept informed as to the significant increase in income to the

	Parish Council Current Account which will be used to settle the project invoices when received in 2019/20.
E	Expected income had been received and accounted for. I noted that the outstanding income from 2017/18 (due to a new bank account) was received early in this accounting period (2018/19).
F	The Council does not run a petty cash scheme.
G	The Clerk's Salary was paid in accordance with the HMRC regulations on PAYE. The Clerk is not a member of a Pension Scheme with the Parish Council and having discussed this with her, it is not her wish to join and therefore the Council should minute this fact, in line with the Pension Regulator Advice.
H	An asset register is complete, accurate and properly maintained. This assists with the Insurance Cover. An updated asset register has been presented to Full Council following a review and change of use to Community Library within the Parish Centre.
I	Periodic and end of year bank account reconciliations are present and reported to Council throughout the year.
J	All accounting statements are prepared on a receipts and payments basis and in accordance with the Governance & Accountability Practitioner's Guide 2015 and revisions. There is an adequate audit trail.

The Parish Council will work within the Transparency Code and the website has been updated to accommodate this as good practice.

The Parish Council will be required to complete the Annual Governance Statement 2018/19, as per the regulations.

Action Plan

1. Completion of the AGAR Part 3, 2018/19.
2. An understanding of the Explanation of Significant Variances
3. To confirm the dates for the exercise of elector's rights
4. To agree the earmarked reserves and to record this in the Minutes.
5. To confirm the Clerk's decision regarding a workplace pension.

Yours sincerely

Rosemarie David

Internal Auditor