

<u>SCHEDULE OF WORKS.</u>	<u>AUDIT FINDINGS</u>
To ensure that the Council has:	
1 Adopted Standing Orders	During 2016/17 the Council reviewed its Standing Orders based on the New Model Standing Orders published by NALC in September 2013. The review was completed on the 28/02/2017.
2 Adopted Financial Regulations	A new model was published by the NALC in January 2016 to reflect the many changes in the law made during 2015. The Council reviewed its Regulations during 2016/17. The review was completed on the 28/02/2017
3 Appointed a Responsible Financial Officer	Mrs Frankie Killby was appointed as Clerk on 1st July 2016 & RFO on the 28/02/2017 following Cllr Ian Smith's resignation as RFO (he had overseen her records and assisted in the production of key documentation such as Bank Reconciliations, Year End Accounts, Budgets and Budgetary Control Reports
4 To ensure that the receipts and payments book is maintained, up to date and is arithmetically correct and balanced on a regular basis.	Since 12/13 the Cash Book is kept on a spreadsheet. The 2016/17 record needed a minor correction to agree with the payments made & to ensure the accuracy of reports and year end accounts approved by the Council
5 To ensure that items or services have been procured in accordance with the procedures laid down in the Financial Regulations	No major items acquired during 2016/17 other than a laptop computer
6 To ensure that VAT on payments have been identified, recorded and reclaimed.	VAT on payments has been identified recorded and reclaimed regularly £259.51 VAT paid in the period 01/03/16 - 20/10/16 recovered in November 2016 leaving £74.30 outstanding as at 31 March 2017 which was claimed on the 1st April 2017.
7 To ensure that Section 137 expenditure has been separately recorded and is within statutory limits.	From 01/04/2016 to 31/03/2017 no payments allocated to Section 137
8 To identify whether the Minutes indicate any unusual financial activity.	Mini internal audits by members introduced during 2011/12 continued in 2016/17
9 To check that the Parish Council carries out an annual risk assessment and annually reviews its insurance cover.	Annual Risk Assessment documented reviewed & updated and approved by the Council at its meeting 27th April 2017
10 To check that internal financial controls are adequate and regularly reviewed.	Review of Internal Audit and Review of the Effectiveness of Internal Control minuted 20/06/16
11 To ensure that the Parish Council has prepared an annual budget in support of its precept.	Parish Council did prepare an annual budget in support of its precept of £17,477 Precept approved on the 17/01/2017 for 2017/18
12 To check that expenditure incurred is regularly compared to the budget and variances reported to the Parish Council.	Details of all receipts & payments for the year circulated before meetings. Income and Expenditure compared with Budget & Forecast
13 To check that income is properly recorded and promptly banked.	Income is properly recorded & promptly banked
14 To check that the insurance cover in place is appropriate and adequate.	Asset Register includes values consistent with the Insurance policy

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15 To check that the precept recorded in the receipts and payments book agrees with Braintree District Council's notification.	Agreed recorded precept the same as per Braintree District Council's notification & £15,888 approved by the Council on 12th January 2016
16 To ensure that security controls over cash are adequate and effective.	No major cash items in cash book & no petty cash
17 To check that out of pocket expenses are recorded and supported by VAT invoices/receipts where applicable.	Out of pocket expenses are recorded and supported by VAT invoices where appropriate.
18 To check that salaries and other payments made agree with those approved by the Council and that where applicable PAYE / NIC has been operated properly by the Council as an employer.	Mrs Frankie Killby was appointed as Clerk on 1st July 2016 The latest Contract of Employment was signed on the 29/06/2016 During 2016/17 the Clerk was paid at the hourly rate for SCP 18 which is in accordance with the new contract of employment.
	The Clerks P60 was consistent with the payments made during 2016/17
	Legally workplace pensions to be introduced by 2017/18. The Pension
	Regulator acknowledged on the 04/01/17 that it has received Terling's
	declaration of compliance
19 To check that a register of all material assets and investments owned by the Council is kept, and is up to date, and tallies with the insurance valuations for those assets.	Register of Assets whose value totals £77,024 agrees with the proposed Section 2 of the 2017 Annual Return and Includes changes in 16/17 All items are covered by insurance.
20 To check that bank reconciliations are carried out regularly and that there are no unexplained balances.	Year End bank reconciliation seen during audit. Bank Balances monitored regularly during year
21 To check that the year-end accounts are prepared on a Receipts and Payments basis, that they agree to the receipts and payments book and that there is an audit trail from the underlying financial records to the accounts.	Annual Return checked as part of audit
22 To prepare a written report to Terling Parish Council In exceptional circumstances such as the discovery of a major loss, break down in controls, or significant non-compliance with laid down systems and procedures the Internal Auditor will report personally to the Council.	Report issued August 2017
23 To carry out any other work required enabling the internal auditor to complete Section 4 of the Annual Return	NOT APPLICABLE