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Tanfield Parish Council
Mrs Alison Carter

Internal Audit Report 2016

I have undertaken the internal audit of the accounts and documents for Tanfield Parish Council and am satisfied that the Responsible Financial Officer has carried out the work throughout the year in a satisfactory manner. The new Clerk appears to have taken on the systems from the previous Clerk and is working well with them.

Most issues from 2014/15 have now been resolved, including the regular authorisation of payments by signing of cheque stubs and invoices. Standing Orders and Financial Regulations have been updated to include most recent legislation. It is recommended that these are regularly reviewed and updated

Recommendations

Comment made by Internal Auditor in 2015

Salary, tax and expense cheques are separate so that the amounts in the accounts and on the Annual Return for Staffing Costs could refer only to the salary / tax and separately to expenses
However, although there are now multiple cheques, the figures are still together within accounts and Annual Return

This should be reconsidered when accounts are completed in 2015/16

The total for staff costs is still reported as being salary, tax and expenses

Guidelines state that from 2016/17 the staff costs should be salary/tax and mileage allowance

This should be reported correctly in 2016/17

Home Working Allowance

The Clerk works from home, thus avoiding any necessity for hire of premises and associated costs. HMRC recognise the value of this and there is a standard weekly allowance for home-working that is free of income tax. This is currently £4 per week.

It is recommended that the Council consider payment of this standard allowance to the Clerk

I trust that the above recommendations are helpful to the Council

I am happy to discuss any matters further with the Responsible Financial Officer or Chairman

Kind regards



Susan Welch BSc