Annual Internal Audit Report 2017/18

RUSHDEN TONN COUNCIL

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation during the financial year ended 31 March 2018.

The internal audit for 2017/18 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

		Agreed? Please choose one of the following			
	Yes	No*	Not covered**		
A. Appropriate accounting records have been properly kept throughout the financial year.	V				
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	/				
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	J	•			
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	1				
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	/				
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	/				
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.					
H. Asset and investments registers were complete and accurate and properly maintained.	1/				
Periodic and year-end bank account reconciliations were properly carried out.	1				
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.		•			

K. (For local councils only)			Not	
Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	applicable	

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

22/05/2018

STUART W.J. WILBOR

Signature of person who carried out the internal audit

Date

22/05/2018.

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 2 – Accounting Statements 2017/18 for

	Year ending			Notes and guidance				
31 March 2017 £			March 2018 £	Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures mus agree to underlying financial records.				
Balances brought forward	1,386,958	1,344,892		Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.				
2. (+) Precept or Rates and Levies	809,802	84	1,385	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.				
3. (+) Total other receipts	148,555	304	4,792	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.				
4. (-) Staff costs	249, 436	272	,998	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.				
(-) Loan interest/capital repayments	0	0		Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).				
6. (-) All other payments	750,987	847,667		Total expenditure or payments as recorded in the cash- book less staff costs (line 4) and loan interest/capital repayments (line 5).				
7. (=) Balances carried forward	1,344,892	1,370,404		Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).				
Total value of cash and short term investments	1,469,118	1,449,004		The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.				
Total fixed assets plus long term investments and assets	2,330, 689	2,378,197		The value of all the property the authority owns — it is made up of all its fixed assets and long term investments as at 31 March.				
10. Total borrowings	O	0		The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).				
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)		Yes	No	The Council acts as sole trustee for and is responsible for managing Trust funds or assets.				
				N.B. The figures in the accounting statements above do not include any Trust transactions.				

I certify that for the year ended 31 March 2018 the Accounting Statements in this Annual Governance and Accountability Return present fairly the financial position of this authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

18/6/18

I confirm that these Accounting Statements were approved by this authority on this date:

18/6/18

and recorded as minute reference:

65/19(b)

Signed by Chairman of the meeting where approval of the Accounting Statements is given

Section 1 – Annual Governance Statement 2017/18

We acknowledge as the members of:

RUSHDEN TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2018, that:

This Annual Governance Statement is approved by the Chairman and Clerk of the meeting where authority and recorded explanations to the external auditor on a separate sheet for each 'No' response. Describe how the authority and recorded explanations to the external auditor on a separate sheet for each 'No' response. Describe how the authority and where approval is gineral framedia reproval is gineral and control statement or authority and recorded as minute reference: Very time fine fine fine fine fine fine fine fin	nts and Audit Regulations.		2. We	accounti	it during the year, and for the pring statements. ed an adequate system of inter		V	
and corruption and reviewed its effectiveness with state and control is effectiveness. 3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with tawn segulations and Proper Practices and the could have a significant financial effect on the ability of this authority to conduct its business or manage its finances. 4. We provided proper opportunity during the year for the exercise of electors rights in accordance with the requirements of the Accounts and Audit Regulations. 5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external laurance cover where required. 6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems. 7. We took appropriate action on all matters raised in reports from internal audit actorial audit. 8. We considered whether any fligation, liabilities or commitments, events or transactions, occurring either during or after the year ansactions, occurring either during or after the year propriate, have including financial reports from internal and external audit. 9. (For local councils only) Trust funds including financial reporting and, if required, independent examination or audit. Please provide explanations to the external auditor on a separate sheet for each "No" responsibilities where it is a sole managing frustee of a local trust or trusts. Signed by the Chairman and Clerk of the meeting where approval is given: Other Information required by the Transparency Codes (not purpose).		authority:	l inc	iludina ma	asures designed to provent	* - 1 1 1		
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