

# ALISON HILLMAN

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## SEDLSCOMBE PARISH COUNCIL

Internal Audit – 31<sup>st</sup> March 2014

### Introduction:

1: In accordance with my Internal Audit Plan, Controls and Procedures have been tested, with Fraud and Risk Issues reviewed - these are well managed, in line with the Governance and Accountability for Local Councils Practitioners' Guide (GALCP) and meet the needs of the Council. I confirm that I do not have any role within the Council and will carry out my duties without bias. I would only comment by exception – the points listed below need further attention:

### Audit:

2: End of Year Accounts 2013/2014 – The accounts are accurately presented and easy to understand. Income and Expenditure is properly recorded and the information produced is accurate and comprehensive. Regular bank reconciliations take place, are checked against the supporting documents and were found to be correct. Figures in the end of year return are supported by the accounts. There has been no S137 expenditure. The Chair of the Finance Committee inspects and monitors the bank statements and other internal financial controls on a monthly basis. A checklist is followed and signed which verifies the process has been carried out.

3: Standing Orders/Financial Regulations – Standing Orders have been adopted and were reviewed in 2012. New Standing Orders and Financial Regulations are now available on the SSALC website.

4: Risk Assessment – Risk Assessment exercises of the Parish Council's assets and its financial controls are carried out regularly.

5: Insurance – The Parish Council's Insurance is with Aviva, Came and Co are the brokers and there is a three year agreement in place. Aviva specialise in Parish Council policies. The asset list is regularly reviewed.

Sedlescombe Parish Council has a well organised system in place of volunteers from the village who offer their time and help with the upkeep of the village. This results in significant savings to the Parish Council.

6: Budgetary Control – Annual reports are prepared in support of the precept, actual expenditure is compared with the budget and any significant variances are explained.

7: Income/precept – Income is properly recorded and banked. The precept recorded in the minutes dated 14<sup>th</sup> January 2014 (minute reference 101) agrees to the Council Tax authority's notification.

8: Petty Cash – There is a petty cash system for small items of expenditure. The Clerk has delegated powers to spend £20 a month. Petty cash statements are checked monthly by the Chair of the Finance Committee.

9: Staff Wages – The Clerk reported she has a contract of employment containing a gratuity fund. Local councils may still fulfil contractual obligations already in existence and Sedlescombe has a gratuity fund in place to meet that obligation. It was also noted that the Clerk is working unpaid for up to ten hours a week on the Neighbourhood Plan.

10: Code of Conduct – The Council has adopted the latest 2012 Code of Conduct in accordance with the Localism provisions.

11: Complaints Procedure – The Council has adopted a Complaints Procedure, a copy of which is available on the Parish Council website.

12: Parish Council Website – The Parish Council website is easy to use and regularly updated and contains links to show Councillors' Registers of Interests Forms.

13: Agendas are sent out in time and are well presented. A light revision is required to include the Clerk's signature and Councillors must be 'summoned' to each meeting.

14: It is worth noting that the figures have been produced by the Clerk in accordance with the requirements and all supporting documents have been produced for the Internal Auditor. The Clerk's co-operation aided considerably the work of this internal audit. Thank you.

Alison Hillman, MILCM  
Internal Auditor  
24th April 2014