

OXSPRING PARISH COUNCIL

Review of Internal Financial Controls on 22/11/2022

Internal Controls - Question/action list 2022/23 accounting year

1		Appropriate books of account properly kept throughout the year?	Yes
2	a	Appointed responsible financial officer with duties listed in Financial Regs or elsewhere?	Yes
	b	Fin Regs. in place & regularly reviewed?	Nov 22
	c	Standing Orders in place & regularly reviewed?	Nov 22
	d	Delegated Powers on expenditure in place & adhered to?	Yes
	e	Payments supported by invoices?	Yes
	f	Expenditure properly approved?	Yes
	g	VAT shown separately? Has a VAT refund been requested recently, if not is the VAT paid since the last refund at a level that is sensible to request a refund?	Yes, all VAT claimed up to March 2022
3	a	Have the risks been listed and a start been made on assessment and minimisation of risk?	Yes
	b	Is there sufficient management of risk?	Its an on-going process
	c	Insurance in order and the correct things covered?	Reviewed Annually in February as policy runs from 1 st April.
	d	Members check the accounts OR internal audit at least twice a year and report back to council?.	Yes
	e	Are balances invested in the best safe account?	Yes
	f	On line banking robust system	Yes
	g	Regular internal audit?	Annual
	h	Minute showing appointment of internal auditor?	Yes
4	a	Council budgeted in a clear and adequate way?	Yes
	b	Checks in place to ensure correct precept has been received?	Yes
	c	Clerk / RFO report to council regularly to give progress reports on expenditure verses budget?	Yes, at each meeting
	d	Reserves/balances appropriate? Is/are there specific project(s) for balances in excess of the annual precept? Reserves are kept in Earmarked Funds that are reviewed each year.	Yes, earmarked funds for projects are reviewed regularly
5	a	Was income received/expected? Did income equal expected income? If not why not?	Yes
	b	System of receipt of income ensures that it is properly recorded and promptly banked?	Yes
	c	VAT on income properly accounted for?	N/A
6	a	Adequate check on re-imbursed expenses?	Yes
	b	Payments properly supported by receipts? Online banking in operation. Every councillor sees all invoices and bank statements each month. All transactions on bank statements are checked to ensure for appropriate expenditure.	Yes
	c	Expenditure approved?	Yes
	d	VAT properly accounted for? Reclaimed on petty cash?	Yes and no petty cash
7	a	Clear minute and contract which details the employees' pay and conditions. Clerk has an annual appraisal.	Yes, Oct 22
	b	Employee(s) paid to those decisions?	Yes
	c	PAYE and NI payments been made	Yes

8	a	Asset Register?	Yes checked annually
	b	Complete?	
	c	Accurate?	
	d	Maintained?	
	e	Checked/modified at least yearly e.g. at annual council meeting?	
9	a	Cash book up to date, correctly sub-totalled and accounts reconciled at least once per quarter?	Yes, reconciled monthly
	b	Clear record of the end of year statement?	Yes
10	a	Accounts prepared on correct basis?	Yes, R & P basis
	b	Agree with the cash book?	Yes
	c	Supported by an adequate audit trail	Yes
	d	A record of debtors and creditors?	N/A
	e	Clear separate list of S137 payments – Power of competence	Yes
	f	Year end accounts clear and accurate?	Yes
	g	All account balances shown?	Yes
	h	Correct supporting statements?	Yes
11	a	Other risks been covered adequately?	Yes
	b	Data Protection Registration held & current/appropriate? GDPR	Yes
	c	Electronic data backup arrangements adequate?	Yes, monthly

Prepared by Steph Tolson, Parish Clerk and RFO 22/11/2022

Presented to Full Council for approval on 22/11/2022