

**AUDITORS REPORT TO THE MEMBERS OF:-  
KINGS STANLEY PARISH COUNCIL**

31.03.16

|     | Y/N | COMMENTS  |
|-----|-----|---|
|     | N/A |   |
| 1 a | Y   | Is the cashbook maintained and up to date                                     |
| b   | Y   | Is the cashbook arithmetic correct  |
| c   | Y   | Is the cashbook regularly balanced and reconciled to the bank                 |
| 2 a | Y   | Have Standing Orders and Financial Regulations been formally adopted          |
| b   | Y   | Are Standing Orders and Financial Regulations regularly reviewed              |
| c   | Y   | Has an RFO been appointed with specific duties                                |
| d   | Y   | Have items or services above a de minimis amount been competitively purchased |
| e   | Y   | Has the Clerk authority to spend in emergencies                               |
|     |     | From what level are quotes required   |
|     |     | From what level are tenders required  |
| 3 a | Y   | Are payments in the cashbook supported by invoices, authorised and minuted    |
| b   | Y   | Has VAT on payments been identified, recorded and reclaimed                   |
| c   | Y   | Is S137 expenditure separately recorded and within statutory limits           |
| d   | Y   | Is S137 expenditure separately minuted as such                                |
| e   | Y   | Is the signing authority two or more councillors                              |
| f   | N   | Is the Clerk a signatory  |
| g   | Y   | Are the counterfoils initialled by the signatories                            |
| h   | Y   | Are invoices vouched to payments  |
| 4 a | Y   | Is there a procedure in place for the regular audit of internal controls      |
| b   | Y   | Has a member of the Committee been appointed internal auditor                 |
| c   | Y   | Does he have a specific programme and does he report to meetings              |
| 5 a | N   | Does scanning of the minutes identify any unusual activity                    |
| b   | Y   | Is the annual risk assessment minuted   |
| c   | Y   | Is insurance cover appropriate and adequate                                   |
| d   | Y   | Are internal financial controls documented and regularly reviewed.            |
| 6 a | Y   | Has the Council prepared an annual budget in support of its precept           |
| b   | Y   | Is actual expenditure against budget regularly reported to the Council        |
| c   | N   | Are there any significant unexplained variances from budget                   |

Minor items  
all  
over £1,500

alternates  
monthly