

**AUDITORS REPORT TO THE MEMBERS OF:-  
STAUNTON PARISH COUNCIL**

31/03/18

		Y/N	COMMENTS	
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	N	Has the Clerk authority to spend in emergencies	
			From what level are quotes required	None
			From what level are tenders required	over £100
3	a	Y	Are payments in the cashbook supported by invoices, authorised and minuted	over £100
	b	Y	Has VAT on payments been identified, recorded and reclaimed	over £100
	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 initialised 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	Chairman
	b	Y	Has a member of the Committee been appointed internal auditor	Quarterly
	c	N	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	N	Is actual expenditure against budget regularly reported to the Council	Too small
	c	N/A	Are there any significant unexplained variances from budget	