

Arrow Accounting

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17th February 2016

Fringford Parish Council Internal Audit 2015/16

Type – Interim Work Report

The Internal Audit of the Parish Council has now been completed in terms of the following:

Section 4 of the Annual Return

A) Books of Account properly kept and maintained	Yes
B) Council Financial Regulations, Payments & VAT	TBA
C) Risk Assessment completed and managed.	Yes
D) Adequate Budgetary control system. (reserves appropriate)	TBA
E) Expected Income fully received and recorded	TBA
F) Petty Cash controlled	N/A
G) Salaries and Allowances	Yes
H) Asset and Investment Registers complete & maintained	TBA
I) Bank Reconciliations carried out regularly.	Yes – Just Year End
J) Accounting Statements reconciled and agreed with CB	TBA
K) Trust Fund status and responsibilities completed	N/A

Previous Years Internal Audit Recommendations Addressed	TBA
External Audit Issues addressed for 2014/15	TBA
Council Spending	TBA

Issues to be addressed as soon as is practical before the 31st March 2016.

None

Documents to be supplied as soon after 31st March 2016

- 1)** Fringford Cashbook (when closed off) to 31st March 2016.
- 2)** Accounts (Draft form is acceptable).
- 3)** Bank Reconciliation – Year End to 31st March 2016.
- 4)** Variance Analysis
- 5)** Proposed Annual Return figures that will be recorded on the Return
- 6)** Asset Register

Interim Report Conclusion:

All the above Issues have been either rectified and or completed.

TBA

Part 1 of the Annual Return has been reconciled to the Financial Statements.

TBA

Analytical Review completed and correctly compared and answered.

TBA

Bank Reconciliation for the Year End completed and approved by Council.

TBA

The Final Internal Audit Report will be issued on

TBA

