

Stratford upon Avon Town Council

Internal Audit Work Programme - Routine work  
(NB - this is an Excel file document)

Working Paper  
Reference

**A Appropriate books of account have been properly kept throughout the year.**

Cash book - manual	Yes/No
Cash book - computerised	Yes/No
Package and version	
Access to system	
Is cash book up to date?	Yes/No
Is cash book regularly balanced?	Yes/No
Frequency	

**B The councils financial regulations have been met, payments were supported by invoices, expenditure was approved and VAT was appropriately accounted for.**

Have Financial Regulations been formally adopted by council?	Yes/No
Last updated	
Have Standing Orders been formally adopted by council?	Yes/No
Last updated	
Purchase order procedures	
Level for estimates	
Level for quotes	
Level for tenders	
Have these been complied with?	Yes/No
Proper purchase authority in place?	Yes/No
Proper legal power has been identified for expenditure?	Yes/No
Is all expenditure supported by vouchers/invoices/receipts?	Yes/No
Are purchase payments	
Supported by fully approved invoice?	Yes/No
Authorised for payment?	Yes/No
VAT identified and reclaimed?	Yes/No
Have cheque payment schedule / online payment schedule been signed (FR 5.3 / FR 6.4)?	Yes/No
Are VAT returns	
Supported by appropriate papers	Yes/No
Authorised for submission to HMRC	Yes/No
Subsequent VAT refund verified by Town Clerk	Yes/No
Other Reconciliations for Sales Ledger, Purchase Ledger, VAT	
Is a reconciliation performed for each?	Yes/No
How often are reconciliation's performed?	Weekly/Monthly/Quarterly
Are there unexplained balancing entries?	Yes/No
Is an independent person reviewing the reconciliations?	Yes/No
Have they signed to say they have reviewed them?	Yes/No

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**C The council assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.**

Review minutes for the following

Has annual risk assessment been carried out? Yes/No

Identify any unusual financial activity Yes/No

Is insurance cover appropriate and adequate? Yes/No

**D The annual precept requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.**

Has budget been properly prepared? Yes/No

Has it been adopted in setting precept? Yes/No

Are there regular reports of expenditure and variances from budget? Yes/No

Are there any significant unexplained variances from budget? Yes/No

Income over expenditure reserves - legal powers

Are General Reserves significantly > the annual Precept (PG 5.166)? Yes/No

**E Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.**

Has precept income been received on time? Yes/No

Are there security controls in operation for cash income? Yes/No

Are there segregation of duties? Yes/No

Was there any income received from unusual sources? Yes/No

Are cash amounts checked against invoices raised? Yes/No

Is all cash received banked promptly? Yes/No

Has all cash received been banked (FR 7.6 (ii))? Yes/No

Is any income received from investments held? Yes/No

**F Petty cash payments were properly supported by receipts, expenditure was approved and VAT appropriately accounted for.**

Are there any petty cash payments? Yes/No

Is petty cash run on a imprest system? Yes/No

Petty cash account balanced? Weekly/Monthly/Quarterly

Level of petty cash balance < £250 (FR 7.6(l))? Yes/No

No expenditure payment > £50 (FR 7.1)? Yes/No

Was an independent person used to count petty cash? Yes/No

Is petty cash expenditure reported to the council? Yes/No

How often?

Is a reconciliation performed for each month? Yes/No

Is an independent person reviewing the reconciliations? Yes/No

Have they signed to say they have reviewed them? Yes/No

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**F cont'd Debit card payments were properly supported by receipts, expenditure was approved and VAT appropriately accounted for.**

Is all expenditure supported by vouchers/invoices/receipts?	Yes/No
Supported by fully approved invoice?	Yes/No
Authorised for payment?	Yes/No
VAT identified and reclaimed?	Yes/No
Has payment schedule been signed?	Yes/No
Is a reconciliation performed for each month?	Yes/No
Is an independent person reviewing the reconciliations?	Yes/No
Have they signed to say they have reviewed them?	Yes/No

**G Salaries to employees and allowances to members were paid in accordance with council approvals, and PAYE and NI requirements were properly applied.**

Are contracts of employment held for all employees?	Yes/No
Is the clerk one of these employees?	Yes/No
Have changes to salaries/contracts been approved by council?	Yes/No
Was a written statement given to employee?	Yes/No
Have PAYE/NIC been properly deducted and paid to HMR&C?	Yes/No
Are other payments to employees approved by council?	Yes/No
are these payments reasonable?	Yes/No

**H Asset and investments registers were complete and accurate and properly maintained.**

Is there an asset register being operated	
for owned assets?	Yes/No
assets in the council care?	Yes/No
Investments?	Yes/No
Are these assets checked to registers on a regular basis?	Yes/No
are these up to date?	Yes/No
Is insurance cover for assets listed adequate and sufficient?	Yes/No
Are purchases and sales of assets identified on registers?	Yes/No

**I Periodic and year-end bank account reconciliations were properly carried out.**

Is a bank reconciliation performed for each bank account?	Yes/No
How often are bank reconciliation's performed?	Weekly/Monthly/Quarterly
Are there unexplained balancing entries?	Yes/No
Is an independent person reviewing the bank reconciliations?	Yes/No
Have they signed to say they have reviewed them?	Yes/No
Does the bank reconciliation include any current investments?	Yes/No
Is a note made of the historic cost of these investments?	Yes/No

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**J**      **Year-end accounts were prepared on the correct accounting basis (receipts and payments/income and expenditure), agreed with cash book, were supported by an adequate audit trail from underlying records, and , where appropriate debtors and creditors were properly recorded.**

Is an appropriate accounting basis used?	Yes/No
Do accounts agree to cash book?	Yes/No
If "NO" is there a list of adjustments to enable this?	Yes/No
Are the creditors valid?	Yes/No
Are debtors collectable?	Yes/No

**K**      **The council has met its responsibilities as a trustee**