

HEELIS & LODGE

Local Council Services • Internal Audit

www.heelisandlodge.co.uk

Scope of Internal Audit work for Parish and Town Councils

Checking on and reporting to the Council on the adequacy of systems of control. Making recommendations where required.

Proper book-keeping	Receipts and payments books or computer records, regular reconciliation of books and bank statements. Supporting vouchers, invoices and receipts
Financial regulations	Standing Orders and Financial Standing Orders Tenders Appropriate payment controls including acting within the legal framework with reference to council minutes Identifying VAT payments and reclamation Cheque books, paying in books and other relevant documents
Risk Assessment	Appropriate procedures in place for the activities of the council
Budgetary controls	Verifying the budgetary process with reference to council minutes and supporting documents
Income controls	Precept and other income (where applicable), including credit control mechanisms
Petty Cash	Associated books and established system in place
Payroll controls	PAYE and NIC in place where necessary. Compliance with Inland Revenue procedures Records relating to contracts of employment
Asset control	Inspection of asset register and checks on existence of assets Cross checking on insurance cover and deeds (where applicable)
Bank Reconciliation	Regularly completed and cash books reconcile with bank statements
Year-end procedures	Appropriate accounting procedures are used and can be followed through from working papers to final documents Verifying sample payments and income Checking creditors and debtors where appropriate.

Independence and Competence

The Audit Commission expects the function of Internal Auditor to be undertaken by a competent person who does not have any direct involvement in the Council's financial affairs, similar to that of an Independent Examiner appointed by a charity. (see paragraph 45 of 'A new approach to Local Council Audit', produced and published by the Audit Commission).

Both of the partners are Local Authority Financial Officers and qualified to Diploma level in Local Policy with over 16 years experience, and are considered by both the Audit Commission and the Charity

Contact details : Hall Farm House, Loudham Lane, Pettistree, Suffolk, IP13 0NQ
Tel: 07732 681125 Email: heatherheelis@tiscali.co.uk or Lynne.Lodge@btinternet.com

Heather Heelis Dip HE Local Policy PILCM

Lynne Lodge Dip HE Local Policy

commission, to fulfil the criteria relating to independence and competency tests, to act as Independent Internal auditors to Town and Parish councils.