

Annual internal audit report 2015/16 to

Enter name of smaller authority here:

WEAVER THORPE P.C.

This smaller authority's internal audit, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ended 31 March 2016.

Internal audit has been carried out in accordance with this smaller authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this smaller authority.

Internal control objective	Agreed? Please choose only one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been kept properly throughout the year.	✓		
B. This smaller authority met its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This smaller authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			NA
G. Salaries to employees and allowances to members were paid in accordance with this smaller authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		

K. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable

For any other risk areas identified by this smaller authority adequate controls existed (list any other risk areas below or on separate sheets if needed)

covered in C above

Name of person who carried out the internal audit K STEPHENSON

Signature of person who carried out the internal audit K Stephenson Date 7/4/16

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).
 **Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, internal audit must explain why not (add separate sheets if needed).

YORKSHIRE INTERNAL AUDIT SERVICES
 26 STOCKWELL ROAD, KNARESBOROUGH,
 NORTH YORKSHIRE. HG5 OJZ
 Tel. 01423 797817

Mr J House,
 Clerk to Weaverthorpe Parish Council,
 Boltby Cottage,
 Main Street,
 Weaverthorpe,
 York.
 YO17 8EY

7th April 2016

Dear Mr House,

To the Chairman and Members of Weaverthorpe Parish Council,
 Internal Audit of Accounts for the Financial Year ending
 31st March 2016.

I am pleased to inform you the internal audit for 2015/16 is complete. Various matters arising including my previous reports were discussed and agreed with the Clerk. No matters arose giving cause for concern.

Issue for Consideration

Cash Book / Bank Account Reconciliation Statement

I checked and agreed the reconciliation statement for the 31st March 2016 and can confirm the Parish Councils' cash balance at that time was £6,316.

Annual Return 2015/2016 Section 2

I examined the entries on the form and found minor errors. The correct figures are:

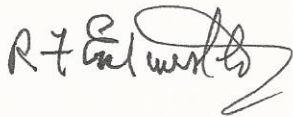
Box No.	£
1	6,625
2	3,500
3	1,182
4	1,247
5	NIL
6	3,744
7	6,316
8	6,316
9	7,707

The above figures now agree with the cash book and cash book / bank account reconciliation statement.

Separation of Duties:- Due to the size of the Parish Council by necessity staff resources are limited. However, any weakness is adequately covered by the Members close supervisory control over payments and receipts which are monitored and checked.

Internal Controls:- I confirm I have carried out appropriate tests and checks on the accounts and internal controls and found them to be satisfactory

Yours Sincerely,



K C Stephenson

PP

Partners :-K C Stephenson Tel :- 0113 2585610
R F Entwistle Tel :- 01423 797817
Email – yias2002@gmail.com