

**INTERIM REPORT BY THE INTERNAL AUDITOR
TO
CLEATOR MOOR TOWN COUNCIL**

**FINANCIAL YEAR ENDING 31 MARCH 2019
PERIOD 1ST APRIL 2018 – 30TH SEPTEMBER 2018**

The Local Audit and Accountability Act 2014 Sct 20(2) & 25 and The Accounts and Audit (England) Regulations 2015 (S1 2015/234) requires a Council to publish, as soon as reasonably practicable, after the conclusion of the audit, a statement on the website – www.cleatormoor-tc.org.uk, that the audit has been completed.

The clerk has undertaken the requirement and the Annual Governance and Accountability Return, (AGAR) with all attendant information was publicly displayed upon receipt from the External Auditor – 18th September 2018, on the Council notice board and website ensuring compliance with all aspects of the Regulations.

The Council received an unqualified audit from the External Audit meaning no matters of significance was required to be brought to the attention of the Council and which confirmed the Accounts and all governance documents fulfilled the requirements of the Account and Audit Regulations. The return of the AGAR, was notified to Council and duly recorded in the minutes. Minute No.169/18

I confirm I have, on the 30th October 2018 undertaken an internal audit for the period 1st April – 30th September 2018 in accordance with the Account and Audit Regulations (England) 2015 as outlined in the schedule previously circulated and approved by Council and incorporating any new requirements as outlined in “Governance and Accountability for Smaller Authorities in England ” A Practitioners’ Guide March 2018.

I conclude and report that the Clerk/Responsible Financial Officer (RFO) has maintained a high standard of recordkeeping, which has simplified the audit process. The Council’s control systems are efficient and effective and give the appropriate level of confidence that the financial statements and reports reflect a true and accurate account of the Council’s finance and governance records.

I report as follows and confirm that the Council is fully compliant with the Account and Audit Regulations and there are no matters to bring to the attention of the Council

1. Proper Bookkeeping

All receipts and payments are allocated to budget heads. The cashbook is balanced monthly and also has cumulative monthly, quarterly and annual totals. All records are arithmetically correct. The computerised accounts have an integral checking system for data input accuracy.

2. Standing Orders and Financial Regulations. Payment Controls

Standing Orders and Financial Regulations were reviewed and are current. The Clerk advises that is the intention to review the National Association of Local Councils (NALC) Model Financial Regulations, with the intention of ensuring new legislation (if applicable) is included prior to the conclusion of the financial year ending 31st March 2018.

A random check was made of expenditure with the following invoices noted in excess of £1000. All payments comply with Financial Regulations and adhere to the principle of Best Value.

3. Vat

Vat has been correctly identified and is claimed quarterly. The VAT claims are up to date and the September sum of £2002.99 is credited to the Town Council bank account by BACS

4. Sct 137 and other payments

As required a separate record of payments under Sct 137 is recorded in the cashbook. Cleator Moor Town Council is a General Power of Competence Council and the majority of payments can now be made under this Power.

5. Risk Assessment.

Risk assessment documents were reviewed, updated and adopted in the 2017-18 financial year. 12th April 2018 Minute No. 064/18

The position will constantly be monitored throughout the year and confirmed prior to the conclusion of the current financial year, with the adoption recorded in the minutes.

6. Register of Financial Interests

Members fulfil the obligation to annually update the Register of Interests

7. Budget Controls

An annual budget is prepared and approved by the council at the appropriate time to meet the Borough Council's timetable. The precept recorded in receipts is as requested by Cleator Moor Town Council.

Expenditure against the budget is regularly monitored and virements made as required.

8. Cash Reserves

Cash reserves as 30th September 2018, which includes earmarked funds, are regarded as adequate to fulfil the council's projected budget projects.

9. Income Controls

All income arising mainly from allotment rents, which are mainly paid by cheque, is adequately safeguarded and banked promptly.

10. Petty Cash Procedures

All petty cash expenses are advised to council and VAT identified and reclaimed.

11. Payroll Controls and PAYE/NIC

All PAYE, NIC and pension contributions are accurately submitted to HMRC online in real-time.

12. Asset Controls

The asset register will be monitored throughout the year and will be presented for adoption prior to the year-end and will include all acquisitions and disposals, which will be duly recorded in the minutes.

13. Bank Reconciliation

The cashbook is reconciled to the bank monthly on receipt of bank statements. The signature of two members on the corresponding bank statement assures confirmation of the accuracy of the presented information, on the reconciliation.



Georgina D Airey
Internal Auditor - 29th October 2018.