

Internal Audit 2018

SALC is continuing to offer an Internal Audit service exclusively to member Town and Parish Councils in Suffolk. This service will include the following audit elements:

- Cash Books, bank statements and account reconciliations are properly completed.
- Bank Reconciliations are regularly completed and agree with the Cash Book.
- Receipts and Payments (or Income and Expenditure) has the correct supporting documentation, cheque books, paying in books, and that there is proper recording in Minutes.
- All expenditure is properly authorised (a sample of payments and receipts will be checked).
- Section 137 expenditure is properly accounted for and is noted in Minutes.
- VAT is correctly accounted for and reclaimed.
- Proper procedures are in place for expenses (including Petty Cash expenses where relevant).
- Correct payroll procedures are in place.
- A proper Budget process has been worked through, including Precept calculation.
- A review of the Council's system of Internal Control has been undertaken.
- Risk Assessments are in place and are appropriate for all activities of the Council.
- Correct Insurance cover is in place and an updated Asset register is held.
- Standing Orders and Financial Regulations are in place.
- Correct year end procedures have been carried out.
- Relevant sections of the Annual Return have been correctly completed.
- Data Protection requirements are being met.
- Transparency Code requirements are being adhered to.

The Internal Audit will include a written report back to Council and completion of the Internal Audit Report section of the Annual Return. Costs for this service within the 2017/18 financial year are listed below.

If you are interested in this service, or would like information on a quarterly or six-monthly service, please contact SALC on 01473 833713 or admin@salc.org.uk

INCOME	COST (excluding VAT)
Up to £5,000	£98
£5,001 to £15,000	£142
£15,001 to £25,000	£184
£25,001 to £50,000	£220
£50,001 to £100,000	£257
£100,001 to £200,000	£325
£200,001 to £300,000	£389
£300,001 to £400,000	£446
£400,001 to £500,000	£515
£500,001 +	£735

