



Lincolnshire Association of Local Councils

Internal Audit Checklist 2022/23

Name of Parish or Town Council	Ruskington Parish Council			
Parish Council website	https://ruskington.parish.lincolnshire.gov.uk/			
Name of internal auditor	Tony Shaw			
Date of audit	13 th June 2023			
Type of audit (Please tick)	Intermediate	2023	Year-end (including AGAR)	2023
Council contact information	Name		Email	
Clerk	Kathryn Locke		clerk@ruskingtonpc.org.uk	
RFO* if different	Kirstie Sinclair		rfo@ruskingtonpc.org.uk	
Chairman*	Owen Ditch			
Electorate		Total number of seats	13	
Quorum	5	Number of councillor vacancies	6	
Precept Demand 2022/23	£216,496.00	Gross budgeted Income		
Date of most recent audit		Date of next audit agreed with Clerk		
	Y/N	Comments		
Has the internal auditor seen previous audit reports including the most recent?	N			
Is there evidence that previous internal and external audit reports have been acted upon?				

Key Governance Review		Y/N	Comments & Recommendations	Risk		
				Low	Med	High
1	Standing orders (tailored and reviewed)	Y	Adopted 10 May 2022	✓		
2	Financial regulations* (tailored and reviewed)	Y	Adopted 10 May 2022	✓		
3	Terms of reference (committees / working groups)	Y		✓		
4	Code of Conduct* (elected members)	Y	Adopted 12 July 2022	✓		
5	Complaints procedure* (tailored and reviewed)	Y	Adopted 27 September 2022	✓		
6	Insurance Cover* <ul style="list-style-type: none"> • Reviewed annually • Certificate(s) viewed & valid • Employees' Liability Cover in place and published • Public Liability Cover • Employees' Fidelity Guarantee • Councillors' ages reviewed and recorded • Other e.g. vehicles, assets, equipment, volunteers 	Y	Public Liability and a parish van	✓		
7	Council contact details available online	Y	All contact via the Clerk or RFO. No councillor contact details.	✓		
8	Up to date employment contracts for all staff	Y		✓		
9	Publication scheme in place*	Y	Being reviewed 13 June 2023	✓		
10	GDPR policies in place* <ul style="list-style-type: none"> • Record Retention Schedule • Data Breach Assessment • Process for dealing with a Subject Access Request • Security Compliance Checklist 	Y	Data Protection Policy adopted 20 April 2023	✓		
11	Arrangement for inspection of public records adequate*	Y		✓		
12	External audit report published by 30 Sept (if relevant)*	Y		✓		

Transparency		Y/N	Comments & Recommendations	Risk		
				Low	Med	High
13	End of year accounts published by 1 July*	Y		✓		
14	Annual Governance statement published by 1 July* • Correctly claimed exemption from audit (if relevant)	Y		✓		
15	Internal audit report published by 1 July*	Y		✓		
16	Agendas and meeting papers published within three clear days*	Y		✓		
17	Past 5 years of annual returns available online*	Y	Website states pre-April 2020 documents available from the Clerk	✓		
18	Asset register published by 1 July*	N	Register is updated regularly. Recommend annual publication with AGAR documents		✓	
Councils under £25K turnover and over £200K (Best Practice for those under £200K):						
19	All items of expenditure above £100 published by 1 July (over £500 for larger)	Y		✓		
20	Councillor responsibilities published by 1 July	Y		✓		
21	Draft minutes published within one month of the meeting	Y		✓		
Councils over £200K turnover:						
22	Senior officer salaries published*	N	Not evident on website		✓	
23	Data on issues important to local people (e.g. parking, grants)*	N	Not evident on website		✓	
24	Procurement information over £5,000 published*	Y		✓		

Accounting		Y/N	Comments & Recommendations	Risk		
				Low	Med	High
25	Cashbook maintained and up to date	Y		✓		
26	Arithmetically correct (checks / balance)	Y		✓		
27	Evidence of internal control	Y	Finance committee reviews in detail	✓		
28	VAT* <ul style="list-style-type: none"> Evidence of recording Evidence of reclaiming 	Y		✓		
29	All payments supported by authorised, minuted invoices	Y		✓		
30	S.137* <ul style="list-style-type: none"> Recorded separately within accounts Within legal threshold limits for the current year Spend in accordance with legislation 	Y		✓		
31	Payments made in accordance with financial regulations <ul style="list-style-type: none"> Cheques Online banking BACS Direct Debit Credit or debit cards Other payments 	Y		✓		

Budget		Y/N	Comments & Recommendations	Risk		
				Low	Med	High
32	Annual budget in support of precept approved by full council*	Y		✓		
33	Precept demand properly minuted*	Y	Minuted 19 Jan 2023	✓		
34	Earmarked reserves reviewed	Y	Minuted 10 May 2022	✓		
35	Budget is monitored regularly with variances reported to council in line with Financial regulations <ul style="list-style-type: none"> Variances from budget explained 	Y		✓		

Income Control		Y/N	Comments & Recommendations	Risk		
				Low	Med	High
36	Income properly recorded and banked promptly	Y		✓		
37	Precept income received in bank account	Y		✓		
38	Effective security of cash and cash transactions	Y	Petty cash tin is locked and stored in a safe, within a locked cupboard	✓		
39	Effective security of card transactions	Y	Only RFO has access	✓		

Bank Reconciliation		Y/N	Comments & Recommendations	Risk		
				Low	Med	High
40	Regular bank statement reconciliation	Y	Monthly	✓		
41	Balancing entries (adjustments) explained	Y		✓		
42	Bank mandate up to date • Evidence of signatories	Y	Minuted 10 May 2022	✓		

Petty Cash		Y/N	Comments & Recommendations	Risk		
				Low	Med	High
43	Petty cash account used/authorised	Y		✓		
44	Petty cash spending supported by VAT receipt(s)	Y	Cashbook updated	✓		
45	Petty cash reported to Council	Y		✓		
46	Petty cash float reconciled/reimbursed	Y		✓		
47	Other					

Year-end Process		Y/N	Comments & Recommendations	Risk		
				Low	Med	High
48	Accounting according to • Income and expenditure • Receipts and payments	Y	Income and Expenditure	✓		
49	Bank statements reconcile to ledger	Y		✓		
50	Robust audit trail evident	Y		✓		

51	Debtors and creditors recorded	Y		✓		
52	Other					

Asset control		Y/N	Comments & Recommendations	Risk		
				Low	Med	High
53	Register of Assets* <ul style="list-style-type: none"> • Exists • Reviewed • Up to date 	Y	Register is updated regularly as assets are purchased or disposed of	✓		
54	Assets inspected and Health & Safety issues considered* <ul style="list-style-type: none"> • Play equipment • Street furniture • Fire safety • Defibrillators • Other 	Y	Play equipment inspected weekly. Annual RoSPA inspection. Caretaker inspects and maintains street furniture regularly.	✓		

Risk Management		Y/N	Comments & Recommendations	Risk		
				Low	Med	High
55	Risk management scheme in place	Y		✓		
56	Annual risk assessment undertaken as a minimum	Y		✓		
57	Financial controls and procedures documented	Y		✓		
58	Regular financial reporting to Council in line with Financial regulations	Y		✓		
59	Reporting of bank balances minuted	Y		✓		
60	Grants ratified and minuted according to policy	Y		✓		
61	Evidence of unusual activity from minutes	N		✓		

General		Y/N	Comments & Recommendations	Risk		
				Low	Med	High
62	GPC <ul style="list-style-type: none"> • Council eligible • GPC adopted/ up to date 	N		✓		

63	Back up of files adequate	Y	Electronic files are stored in the cloud	✓		
64	Storage of files (paper and electronic) adequate	Y	Paper files are stored securely in the Parish Office within locked, fireproof cabinets	✓		
65	Local Council Award Scheme <ul style="list-style-type: none"> • Foundation • Quality • Quality Gold 	N		✓		
66	Website Accessibility Statement published online*	Y		✓		

Proper Process / Practice		Y/N	Comments & Recommendations	Risk		
				Low	Med	High
67	Employee posts properly recorded/ correct job descriptions <ul style="list-style-type: none"> • Proper Officer (Clerk) • RFO • Deputy Clerk • Admin assistant • Site staff • Other 	Y	Reviewed at appraisal	✓		
68	List of Members' interests* <ul style="list-style-type: none"> • Displayed on website • Reviewed regularly 	Y	Link through to North Kesteven	✓		
69	Declarations of acceptance of office* <ul style="list-style-type: none"> • New Councillor • Chairman 	Y		✓		
70	Co-options according to policy	Y	Co-Option Policy published on website	✓		
71	Agenda documents correct	Y		✓		
72	Minutes correct / signed*	Y		✓		
73	Purchase order system used/correct	N		✓		
74	Purchasing authorised in line with Financial regs / limits	Y		✓		
75	Council operating within legal powers* <ul style="list-style-type: none"> • Legal powers identified in minutes 	Y		✓		
76	Delegation to officers or committees <ul style="list-style-type: none"> • Scheme of delegation • Limits set out in financial regulations and / or standing orders; • Adhered to; • Reported adequately 	N	Recommend a Scheme of Delegation (one previously used during lockdown could be resurrected and amended)		✓	

Payroll & HR		Y/N	Comments & Recommendations				Risk			
							Low	Med	High	
77	Written statement of particulars for all staff from day one (April 2020 onwards)*	Y					✓			
78	Proper procedures for payroll, PAYE & NI*	Y	RFO uses HMRC Basic Tools				✓			
79	Is payroll inhouse or external provider used?	Y	In-house	RFO	External		✓			
80	PAYE & NI payments verified	Y					✓			
81	Approval of salaries and increments	Y	Reviewed annually by the HR committee and approved by full council				✓			
82	Approval of expense claims	Y					✓			
83	Minimum wage threshold met	Y					✓			
84	HR procedures and policies adopted / reviewed	Y					✓			
85	Training policy and record staff /elected Members	Y					✓			
86	Qualified Clerk <ul style="list-style-type: none"> • CiLCA 2015 or later • Level 4 Community Governance or higher 	Y					✓			
87	Annual appraisals undertaken	Y					✓			
88	Job description up to date / reviewed	Y					✓			
89	Health and safety of staff workstation & PC equipment undertaken * <ul style="list-style-type: none"> • Display Screen Equipment 	Y					✓			
90	Adequate Pension provision in place	Y	LGPS				✓			
			NEST		Y					
			Other		Identify					
	• Automatic Enrolment for Staff*	Y	Y		N		DD/MM/YYYY	✓		
	• Opt Out Evidenced*	Y	Y		N		DD/MM/YYYY			
• Declaration of Compliance*	Y	Y		N		DD/MM/YYYY				
• Redecoration of Compliance	Y	Y		N		DD/MM/YYYY	✓			

Transaction Spot Check

Check number	1	2	3
Ledger date			
Item / budget heading			
Reference / Cheque number			
Order minute reference			
Delivery evidence			
Payment minute reference			
Invoice value			
Minute value			
Payment value			
Statement value			
Timely payment			
VAT recorded			
S137 recorded in ledger			
S137 minuted			
Notes			

Appendix: Additional Areas for Audit (Council Specific)

	Allotments	Y/N	Comments & Recommendations	Risk		
				Low	Med	High
A1	Income for allotment rentals balance	Y				
A2	Fees charged in accordance with approved rates	Y				
A3	Up to date occupancy details kept and securely retained	Y				
A4	Agreements/licences issued to all plot holders	Y				
A5	Other					

	Burials	Y/N	Comments & Recommendations	Risk		
				Low	Med	High
B1	Cemetery accounts balance	Y				
B2	Fees charged in accordance with approved rates	Y				
B3	All interred ashes have certificates of cremation*	Y				
B4	Permits properly documented and stored*	Y				
B5	Cemetery regulations adopted and up to date	Y				
B6	Registers of burials and purchased graves completed correctly and stored safely*	Y				
B7	Burial certificates issued correctly	Y				
B8	Green slips returned appropriately to Registrar	Y				
B9	Legible cemetery burial plan up to date* <ul style="list-style-type: none"> backed up if appropriate 	Y				
B10	Business rates exemptions correctly applied	Y				

	Charities	Y/N	Comments & Recommendations	Risk		
				Low	Med	High
C1	Accounted for separately					
C2	Independently audited*					
C3	Returns filed within legal time limits*					

	Community Buildings	Y/N	Comments & Recommendations	Risk
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				Low	Med	High
CB1						
CB2						
CB3						

	Markets	Y/N	Comments & Recommendations	Risk		
				Low	Med	High
M1	Income for stall hire balances					
M2	Fees charged in accordance with approved rates					
M3	Up to date occupancy details kept and securely retained					
M4	Statutory records kept / stored safely					
M5	Agreements/licences issued to all stall holders					
M6	Other					

	Other	Y/N	Comments & Recommendations	Risk		
				Low	Med	High
O1						
O2						
O3						