COLNEY HEATH PARISH COUNCIL – SHARED INTERNAL AUDIT SERVICE PLAN 2020/21

A Parish Council can decide to complete an Annual Return at the end of each financial year. As part of this Annual Return, the Parish Council's Internal Audit function is required to provide assurance that relevant procedures and controls were operating effectively for the financial year. The purpose of this audit is to meet those statutory requirements and provide the Parish Council with an appropriate level of assurance in support of the Annual Return.

The Shared Internal Audit Service (SIAS) will carry out two visits during the financial year. Each visit will involve testing and compliance in eleven assurance areas. For the 2020-21 financial year the first review will be carried out remotely and the other review will be based on the Government and HCC guidelines at that time.

Main Activity	Coverage
1. Maintenance of proper accounting records and preparation of accounting statements	Accounting records are maintained properly and accurately throughout the year to ensure that the final accounts balance.
2. Adoption of the Council's Financial Regulations, Contract Standing Orders and governance arrangements	Approved Financial Regulations and Contract Standing Orders are in place and up to date A register of interests exist for annual declaration of interests and declaration of conflicts of interest are requested at each council meeting
3. Payment controls including the treatment of VAT and S137 expenditure	Payments are appropriate and evidenced by valid authorised invoices. S137 expenditure is separately recorded and within statutory limits (if applicable).
4. Risk Management processes	Risk management processes are applied and approved annually to cover all activities of the council.
5. Budget Setting & Monitoring	An adequate annual precept results from an effective budget setting process. Budget monitoring provides good management of the council's finances

6. Income received and VAT	Income is received, accurately recorded and banked in tact and in a timely manner.
7. Petty cash payments	Petty cash is used for small payments, correctly recorded and supported by receipts.
8. Payroll records including income tax and NI deductions	Staff pay is accurate and approved by members. Members and Town Mayors Allowances are taxable benefits that go through the Councils payroll. Salary deductions are correctly calculated and paid to third parties in a timely manner.
9. Completeness of Asset and Investment Registers	Asset Registers are in place and up to date. Council investments are monitored to ensure continued cashflow
10. Bank Reconciliations	Bank reconciliations are carried out monthly and differences investigated.
11. Trusteeship	The Council has met its responsibilities as a trustee and spending is appropriately accounted for, audited and reported to Councillors (if applicable to the Council).