

Brierfield Town Council
Internal Audit Report 2020/21
(Internal Control and Tests)

Proper Bookkeeping	Cashbook maintained and up to date. Cashbook balanced with bank and reconciled. The Council have formally adopted standing orders and financial regulations dated 12 th March 2003. Payments are supported by invoices and reported to Council VAT and S137 expenditure is separately recorded
Risk Management Arrangements	An annual review of risk is being reported in June 2021. Adequate insurance cover is held with Zurich Municipal. Internal controls appear adequate
Budgetary Control	An annual budget is prepared and shows comparison with previous year. A variance report is prepared and reported to the Council
Income Controls	Income is recorded and promptly banked. The precept payment agrees with the precept notice.
Payroll Controls	Payroll for 2020/21 was managed by accountants
Asset Controls	An asset register is maintained and it is up to date. Asset values are covered by insurance
Bank Reconciliation	The bank accounts at Barclays Bank PLC are balanced at 31 st March 2021 and there are no unexplained balances. The value of investments are summarised in the reconciliation. All bank statements are present.
Year End Procedures	The accounts are based on a receipts and payments basis. The cashbook agrees with the bank statement. There is an audit trail from records to accounts.
Trust Funds	There are no Trust Funds administered by the Council

Internal Audit carried out by: Andrew Russell

Date: 17th May 2021