

Name of Parish or Town Council		Market Rasen Town Council	
Parish Council website		https://market-rasen.parish.lincolnshire.gov.uk/	
Name of internal auditor		Carl Thomas	
Date of audit		Interim: 14/12/23	
Type of audit Please select		Intermediate	Year-end (including AGAR)
Council contact information		Name	Email
Clerk		Anna Lawson	
RFO if different		Anna Lawson	
Chairman		Cllr Jo Pilley	
Electorate		Total number of seats	12
Quorum		Number of councillor vacancies	1
Precept Demand 2023/24	£163,174	Gross budgeted Income	£50,000
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?	Y		
Is there evidence that previous internal and external audit reports have been acted upon?	Y	No recommendations	

Key governance review		Y/N	Comments & recommendations	Risk		
				Low	Med	High
1	Standing orders (tailored and reviewed)	Y	Adopted May 2024	X		
2	Financial regulations (tailored and reviewed)	Y	Adopted May 2024	X		
3	Terms of reference (committees / working groups)	Y	Finance & Properties reviewed 17/05/23 HR Committee reviewed 17/05/23	X		
4	Code of Conduct (elected members)	Y	Last reviewed May 2022. States reviewed May 2023 but not updated.	X		
5	Complaints procedure (tailored and reviewed)	Y	Last reviewed May 2022. States reviewed May 2023	X		
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 eg vehicles, assets, equipment, volunteers ... 	Y	Zurich 01/06/23	X		

Transparency		Y/N	Comments & recommendations	Risk		
				Low	Med	High
7	Internal controls (statement or review)	Y	Policy in place. Linked to SO / FR. Councillor Dec 23	X		
8	Investment strategy	N		X		
9	Publication scheme (reviewed)	Y	Last reviewed May 2022		X	
10	Risk assessment (statement or review)	Y	Last reviewed May 2022. States review May 2023. Very comprehensive.	X		
11	Pay policy (staffing - reviewed)	N		X		
12	Spending authorised	Y		X		
13	Procurement correctly administered	Y		X		
14	Land and assets (reviewed)	Y	Last REVIEWED 22/06/2023	X		
15	Adequate GDPR policy / procedures in place	Y	Policies last reviewed May 22 / May 2023 ?	X		
16	Arrangement for inspection of public records adequate	Y		X		
Transparency codes mandatory for councils with turnover under £25k and over £200k						
17	All items of expenditure above £500 published by 1 July	Y		X		
18	End of year accounts published by 1 July	Y		X		
19	Annual Governance statement published by 1 July	Y		X		
20	Internal audit report published by 1 July	Y		X		
21	Councillor responsibilities published by 1 July	N		X		
22	Asset register published by 1 July	Y		X		
23	Agendas and meeting papers published within three clear days	Y		X		
24	Draft minutes published within one month of the meeting	Y		X		

Accounting		Y/N	Comments & recommendations	Risk		
				Low	Med	High
25	Cashbook maintained and up to date	Y	Rialtas	X		
26	Arithmetically correct (checks / balance)					
27	Evidence of internal control	Y		X		
28	VAT <ul style="list-style-type: none"> evidence of recording evidence of reclaiming 	Y	Sept 23 and due Dec 23. Claim back quarterly.	X		
29	All payments supported by authorised, minuted invoices	Y		X		
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	Payments kept separate. Aware of limit and currently well within.	X		
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	RFO checks invoices. Yvonne accounts. Processed. Full council each month and paid by BACS. Unity Bank. Odd cheque is made. Prepaid card used for payments.	X		

Budget		Y/N	Comments & recommendations	Risk		
				Low	Med	High
32	Annual budget in support of precept	Y	Budget process ongoing.115k to finish. Budget approved.	X		
33	Precept demand properly minuted	Y		X		
34	Earmarked reserves reviewed	Y	Reviewed when budget reviewed.	X		
35	Budget is monitored regularly with variances reported to council in line with Financial regulations	Y	Reviewed monthly.	X		

Income control		Y/N	Comments & recommendations	Risk		
				Low	Med	High
36	Income properly recorded and banked promptly	Y		X		
37	Precept income received in bank account	Y		X		
38	Effective security of cash and cash transactions	Y	Occasional payments Market payments paid twice weekly. Bar cash kept as a float. Have a cash handling policy.	X		
38	Effective security of card transactions	Y	Sum Up -	X		

Bank reconciliation		Y/N	Comments & recommendations	Risk		
				Low	Med	High
39	Regular bank statement reconciliation	Y	Reported to council monthly. Paperwork available at every meeting.	X		
40	Balancing entries (adjustments) explained	N/A				
41	Bank mandate up to date • Evidence of signatories	Y	Ongoing. 5 signatories. Concern some view only.	X		

Petty cash		Y/N	Comments & recommendations	Risk		
				Low	Med	High
42	Petty cash account used/authorised	N		X		
43	Petty cash spending supported by VAT receipt(s)	N		X		
44	Petty cash reported to Council	N		X		
45	Petty cash float reconciled/reimbursed	N		X		
46	Other	N		X		

Year-end process		Y/N	Comments & recommendations	Risk		
				Low	Med	High
47	Accounting according to • Income and expenditure • Receipts and payments	Y	I&E	X		

48	Bank statements reconcile to ledger	Y	Monthly	X		
49	Robust audit trail evident					
50	Debtors and creditors recorded	Y	Monitored regularly.	X		
51	Other					

Asset control		Y/N	Comments & recommendations	Risk		
				Low	Med	High
52	Register of assets <ul style="list-style-type: none"> • Reviewed • Up to date 	Y	Last reviewed 22/06/23	X		
53	Assets inspected and Health & Safety issues considered <ul style="list-style-type: none"> • Play equipment • Street furniture • Fire safety • Defibrillators • Other 	Y	Weekly and recorded onto software. Handymen undertake.	X		

Risk management		Y/N	Comments & recommendations	Risk		
				Low	Med	High
54	Evidence of unusual activity from minutes	N	No unusual activity identified	X		
55	Annual risk assessment undertaken as a minimum	Y		X		
56	Financial controls and procedures documented	Y		X		
57	Regular financial reporting to Council in line with Financial regulations	Y		X		
58	Reporting of bank balances minuted	Y		X		
59	Grants ratified and minuted according to policy	N	No grants issued at time of interim audit.	X		

General		Y/N	Comments & recommendations	Risk		
				Low	Med	High
60	GPC <ul style="list-style-type: none"> • Council eligible • GPC adopted 	N	Insufficient elected councillors.	X		
61	Back up of files adequate	Y	Cloud system – Microshade. Fire resistance cabinets.	X		
62	Storage of files (paper and electronic) adequate	Y		X		

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Proper Process / Practice		Y/N	Comments & recommendations	Risk		
				Low	Med	High
64	Employee posts properly recorded <ul style="list-style-type: none"> • Proper Officer (Clerk) • RFO • Deputy Clerk • Admin assistant • Site staff • Other 	Y		X		
65	List of Members' interests <ul style="list-style-type: none"> • displayed on website • reviewed regularly 	N	Linked to West Lindsey District Council but not available from MRTC website.			X
66	Declarations of acceptance of office <ul style="list-style-type: none"> • New councillor • Chairman 	Y		X		
67	Co-options according to policy	Y	Possibly on website – 09/03/22	X		
68	Agenda documents correct	Y		X		
69	Minutes correct / signed	Y		X		
70	Purchase order system used/correct	Y	Where appropriate.	X		
71	Purchasing authorised in line with Financial regs / limits	Y		X		
72	Council operating within legal powers <ul style="list-style-type: none"> • Legal powers identified in minutes 	Y		X		
73	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 		Delegation through Standing Orders and Financial Regulations. Scheme of Delegation is available under certain circumstances.	X		

Payroll & HR		Y/N	Comments & recommendations	Risk		
				Low	Med	High
74	Contracts of employment for all staff	Y		X		
75	Written statement of particulars for all staff from day one (April 2020 onwards)	Y		X		
76	Proper procedures for payroll, PAYE & NI	Y	Nicolsons – sickness/holidays recorded.	X		
77	PAYE & NI payments verified	Y		X		
78	Approval of salaries and increments	Y	HR Committee	X		
79	Approval of expense claims	Y	Reviewed and authorised through payment process. Expense forms completed and submitted.	X		
80	Minimum wage threshold met	Y		X		
81	HR procedures and policies adopted / reviewed	Y		X		
82	Training policy and record staff /elected Members	Y	Training recorded.	X		
83	Qualified Clerk <ul style="list-style-type: none"> • CiLCA 2015 or later • Level 4 Community Governance or higher 	Y		X		
84	Annual appraisal undertaken	N	Due April. All staff done around same ime	X		
85	Job description up to date / reviewed	Y		X		
86	Health and safety of staff workstation & PC equipment undertaken <ul style="list-style-type: none"> • Display Screen Equipment 	y		X		

Transaction spot check

Check number	1	2	3	4	5	6
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

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