

EDGMOND PARISH COUNCIL

AUDIT PROCEDURE 2016/17

1.	Council's Internal Audit Procedure
	Members are elected by the Council to join the Internal Audit Team
	Any Members are welcome to attend and observe Internal Audit Meetings
	The internal audit covers all aspects of the work of the Parish Council including: Procedures Finances Health & Safety Employment Any Other Matter felt necessary
	An Internal Audit Form Template is available and details the areas of work to be considered by the Audit Team.
2.	Cheque Approval
	Cheque signatories are agreed at Annual Council.
	The Bank Mandate is agreed and signed at a Full Council Meeting only.
	Any two of the authorised signatories can sign cheques.
	The RFO completes the payment vouchers and authorises the payment.
	Councillors have sight of the payment voucher, invoice, order and corresponding documents if required before signing.
3.	Report to Council
	There is a regular Finance agenda item to receive a Governance Statement which includes any Internal Audit Report (undertaken since the last meeting).
4.	Internal Auditor
	The Council shall employ the services of a competent Internal Auditor.
	All relevant books and information will be made available to the Internal Auditor on request.
	The Council shall pay the Internal Auditor's fee from the relevant budget heading.
	The Internal Auditor shall be independent of the Parish Council.
	The Internal Auditor shall produce a report to the Clerk of the Council which will be reported to the Internal Audit Team prior to inclusion in the Governance Statement to Full Council.
5.	Annual Return
	The Internal Auditor shall complete the relevant section of the Annual Return and sign appropriately.
	The Council shall complete the Annual Governance Statement
	The Council's Audit Team will undertake the Annual Review of the effectiveness of the Internal Audit and list work in progress or work to be undertaken (as the Councillors feel necessary).
6.	External Audit
	There are changes to External Audit imminent. The Parish Council has resolved not to opt out of the SSSA Limited Audit regime for 2016/17.