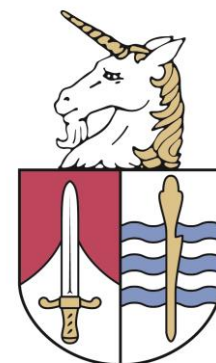


CAMBORNE TOWN COUNCIL

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ANNUAL AUDIT PLAN 2017/2018

- April** Appointed independent internal auditor carries out full audit of Camborne Town Council to include the following:
- Proper Bookkeeping
 - Financial Regulations
 - Risk Management
 - Budgetary Control
 - Income Controls
 - Petty Cash
 - Payroll
 - Asset Controls
 - Bank Reconciliations
 - Year End Procedures
 - Legality of Decisions
- May** Internal Auditor's report taken to Finance and General Purposes Committee; Action Plan with ongoing monitoring arrangements put into place to address any weaknesses identified.
- Annual Governance statement and return completed and approved by Full Council; submitted to appointed external auditor.
- September** External auditor's certificate of opinion received; Action Plan with ongoing monitoring arrangements put into place to address any issues.
- October** Review of the Risk Register and Financial Risk Register; results reported to the Finance & General Purposes Committee for consideration in the budget process.
- November** Interim internal audit by appointed independent auditor.
- January** Review of the asset register by the Finance & General Purposes Committee; remedial action taken to address any areas of increased risk.

February Review of Standing Orders and Financial Regulations by the Corporate Governance Working Party; results reported to Full Council with recommendations for any changes/action.

Monthly Internal audit carried out by changing rota of Councillors with results reported to the Finance & General Purposes Committee. Monthly audit includes testing the following:

- Invoices and vouchers
- Cheque stubs signed by two authorised Councillors
- Receipts, including bank interest
- Wage slips including PAYE and NIC payments
- Superannuation returns
- VAT claims
- VAT payments
- Grant payments where applicable
- Grant claims where applicable
- Current account statements
- Deposit account statements
- Earmarked Reserves
- General Fund
- Precept payments
- Legal Powers for grant awards.

Any necessary action put into place with ongoing monthly monitoring by the Finance & General Purposes Committee.

Acquisition of assets and responsibility for service delivery

A risk assessment will be carried out by the Staffing Committee should the Council acquire any assets or take on new responsibilities. Internal controls identified and put into place to address any potential weaknesses identified through the assessment with ongoing monitoring through the most appropriate Committee.

Changes to legislation governing local councils

All systems of internal control will be reviewed and adjusted if necessary following changes to the law affecting local councils.