

Mildenhall Parish Council Internal Audit Plan

1. The Internal Audit is entirely independent from the financial management of the Council.
2. The Internal Audit is effective in terms of its objectives and scope.
3. The internal controls i.e. Standing Orders, Standing Orders with regard to Contracts, Financial Regulations and Financial Risk Management Assessment are reviewed and checked
4. The Financial Risk Management Assessment identifies any risk and likely consequences; prioritises the level of risk; assesses any need for action and describes measures to minimise risk.
5. The income from the Jubilee Centre, Jubilee Fields, Thetford Road Cemetery and the allotment sites at Lark Road, Riverside and the Gravel are properly regulated and checked.
6. All payments, including monthly salaries, are properly made and checked
7. All receipts are properly accounted for and checked
8. Mildenhall Parish Council accounts are reconciled monthly and checked
9. The budgetary control process is checked
10. The year end procedures are reviewed and checked
11. The relationship between the Internal Auditor and Councillors is satisfactory. Panel members will be advised when the Internal Auditor.

Adopted at Establishment & Policy Committee

11.11.2010 Confirmed at the following full Council meeting 25.11.10