

Internal Audit 2012

SALC is continuing to offer an Internal Audit service exclusively to member Town and Parish Councils in Suffolk. This service will include the following audit elements:

- Cash books, bank statements and account reconciliations are properly completed
- Bank reconciliations are regularly completed, and agree with cash book
- Income and expenditure has the correct supporting documentation, cheque books, paying in books, and that there is proper recording in minutes.
- All expenditure is properly authorised (a sample of payments and receipts will be checked)
- Section 137 expenditure is properly accounted for and is noted in minutes.
- VAT is correctly accounted for and reclaimed
- Proper procedures are in place for expenses, including Petty Cash
- Correct payroll procedures are in place
- A proper budget process has been worked through, including precept calculation.
- Risk Assessments are in place and are appropriate for all activities of the council
- Correct Insurance cover is in place and an updated Asset register is held
- Standing orders and financial regulations are in place
- Correct year end procedures are in place
- A review of the effectiveness of the councils system of internal audit has been undertaken
- Relevant sections of the annual return are complete

The internal audit will include a written report back to council and completion of section 4 of the annual return. Costs for this service are listed below.

If you are interested in this service, and would like further details please contact SALC on 01473 833713 or adminsalc@btconnect.com

INCOME	COST
Up to £5,000	£79
£5,001 to £15,000	£111
£15,001 to £25,000	£143
£25,001 to £50,000	£175
£50,001 to £100,000	£207
£100,001 to £200,000	£260
£200,001 to £300,000	£308
£300,001 to £400,000	£355
£400,001 to £500,000	£403
£500,001 +	£605

