

BINGLEY TOWN COUNCIL		
Review of Effectiveness of its System of Internal Financial Controls		
2018-2019		
1		Appropriate books of account properly kept throughout the year? Yes. Cash book is kept in receipts and payments format.
2	a	Appointed responsible financial officer with duties listed in Financial Regs or elsewhere? Yes
	b	Fin Regs. in place & regularly reviewed? Adopted Dec 2016. Reviewed March 2018 1718/247. Reviewed and confirmed at Annual Meeting, May 2018.
	c	Standing Orders in place & regularly reviewed? Adopted 1617/6. Reviewed March 2018 1718/247 and October 2018 1819/135.
	d	Delegated Powers on expenditure in place & adhered to? Contained in Town Council minutes for current financial year. 1718/220
	e	Payments supported by invoices? Yes. Examined and spot checked at each internal control check and internal audit.
	f	Expenditure properly approved? Yes. Examined and spot checked at each internal control check.
	g	VAT shown separately? Has a VAT refund been requested recently, if not is the VAT paid since the last refund at a level that is sensible to request a refund? Three VAT claims made in the current financial year June 2018, October 2018 and January 2019.
3	a	Have the risks been listed and a start been made on assessment and minimisation of risk? Risk management policy and financial risk management policies to be adopted, full council Feb 2019.

b	Is there sufficient management of risk?	Risk management is covered by the risk management and financial risk management policies, insurance and risk assessments. The Council needs to be risk assessing new activities more systematically.
c	Insurance in order and the correct items covered?	To be reviewed in May which is expiry of third year. The asset register now includes the actual cost which is what is listed on the AGAR and the insurance valuation in a separate column. The Council has entered into another long term agreement and the insurance is with Inspire..
d	Members check the accounts OR internal audit at least twice a year and report back to council?.	Two named and appointed councillors complete internal control checks once a quarter. The completed and signed proforma is reported back to the Finance and General Purposes committee meeting. Additionally, internal audit is completed twice a year.
e	Are balances invested in the best safe account?	Yes. Some are invested in the Unity Instant

		Access and £80k with the Public Sector Deposit Fund. Checks will be made on the bank ratings as part of quarterly internal control checks.	
	f	Initialled cheque stubs?	Yes and initialled invoices.
	g	Regular internal audit?	Twice yearly- October and May.
	h	Minute showing appointment of internal auditor?	Sept 2018. 1819/104.
4	a	Council budgeted in a clear and adequate way?	Committees have input, the initial draft budget goes to the November Finance and General Purposes committee meeting. The draft budget for 2019/2020 went to the November and December full council meetings and was approved at the January 2019 full council meeting.
	b	Checks in place to ensure correct precept has been received?	The clerk checks this and receipts are reported to full council.
	c	Clerk / RFO report to council regularly to give progress reports on expenditure verses budget?	The Finance and General Purposes committee has received two budget updates under delegated authority. Full Council resolved in December 2018 1819/199 that budget monitoring is to be provided to the full council. Budget monitoring was provided to the

		January 2019 council meeting.
	d Reserves/balances appropriate? Is/are there specific project(s) for balances in excess of the annual precept?	The Town Council has a reserves policy. This was reviewed in March 2019.
5	a Was income received/expected? Did income equal expected income? If not why not?	Income mainly from allotments, all received this year. A small grant has been awarded for the Neighbourhood Plan. There have been three VAT rebates this year; one at the end of each quarter.
	b System of receipt of income ensures that it is properly recorded and promptly banked?	Entered onto cash book and receipt statements (where received) put into finance file under receipts. Copies of cheques held in Finance file for allotments.
	c VAT on income properly accounted for?	N/A
6	a Adequate check on re-imbursed expenses?	Yes. Policy in place for councillor expenses. Minute in place for staff mileage. All expense payments approved by full council.
	b Payments properly supported by receipts?	Yes
	c Expenditure approved?	Yes
	d VAT properly accounted for? Reclaimed on petty cash?	Petty cash n/a.
7	a Clear minute and contract which details the employees' pay and conditions	Yes
	b Employee(s) paid to those decisions?	Yes
	c PAYE and NI payments been made (if required) or written contact been made with the Inland Revenue giving details of taxable income?	Yes.

8	a	Asset Register?	Yes. Approved annually. The valuation of allotments needs to be added to the register. Approved full council 1819/237.
	b	Complete?	
	c	Accurate?	
	d	Maintained?	
	e	Checked/modified at least yearly e.g. at annual council meeting?	
9	a	Cash book up to date, correctly sub-totalled and accounts reconciled at least once per quarter?	Monthly bank reconciliations checked by one of two nominated Cllrs, signed, along with corresponding bank statement and reported to F&GP meeting.
	b	Clear record of the end of year statement?	Yes
10	a	Accounts prepared on correct basis?	Yes
	b	Agree with the cash book?	Yes
	c	Supported by an adequate audit trail	Yes
	d	A record of debtors and creditors?	Yes when required
	e	Clear separate list of S137 payments	N/A. the council has the General Power of Competence.
	f	Year end accounts clear and accurate?	Yes
	g	All account balances shown?	Yes
	h	Correct supporting statements?	Yes
11	a	Other risks been covered adequately?	Yes
	b	Data Protection Registration held & current/appropriate?	Yes
	c	Electronic data backup arrangements adequate?	Yes, monthly