

Scope of Internal Audit work for Hornsea Town Council

General - Checking on and reporting to the Council on the adequacy of systems of control. Making recommendations where required.

Proper Book-keeping - Receipts and payments books or computer records, regular reconciliation of books and bank statements. Supporting vouchers, invoices and receipts

Financial regulations - Standing Orders and Financial Standing Orders
Tenders

Appropriate payment controls including acting within the legal framework with reference to council minutes

Identifying VAT payments and reclamation

Cheque books, paying in books and other relevant documents

Risk Assessment - Appropriate procedures in place for the activities of the council

Budgetary controls - Verifying the budgetary process with reference to council Minutes and supporting documents

Income controls - Precept and other income (where applicable), including credit control mechanisms

Petty Cash - Associated books and established system in place

Payroll controls - PAYE and NIC in place where necessary

Compliance with Inland Revenue procedures

Records relating to contracts of Employment

Asset control - Inspection of asset register and checks on existence of assets

Cross checking on insurance cover and deeds (where applicable)

Bank Reconciliation - Regularly completed and cash books reconcile with bank statements

Year End Procedures - Appropriate accounting procedures are used and can be followed through from working papers to final documents

Verifying sample payments and income

Checking creditors and debtors where appropriate

Independence and Competence

The Audit Commission expects the function of Internal Auditor to be undertaken by a competent person who does not have any direct involvement in the Council's financial affairs.