

RYE TOWN COUNCIL**INTERNAL AUDITOR TERMS OF REFERENCE****BACKGROUND & CONTEXT**

Local councils have a duty, under the Accounts and Audit Regulations 2015 to maintain an adequate and effective system of internal audit of their accounting records and of their systems of internal control in accordance with the proper practices in relation to internal control.

The Council will re/appoint an internal auditor annually who satisfies the principles of independence and competence. The appointee will receive a letter of appointment which sets out the terms of their appointment. The appointee will be remunerated. The appointment itself and the rate of remuneration will be minuted.

OVERALL PURPOSE OF THE INTERNAL AUDIT

- Generally: to review the Council's accounting procedures and controls and report on their compliance with the Accounts & Audit Regulations 2015
- To test and report (in writing) to the Council on whether its financial controls are adequate and effective, identifying any areas of weakness or concern
- To assist the Council in fulfilling its responsibility to maintain arrangements for the prevention and detection of fraud or error
- To carry out an internal audit exercise as soon as practical after the year end (but no later than the second week of June)
- To suggest areas for improvement
- To complete the Annual Internal Audit Report (part of the Annual Return)

SCOPE OF THE AUDIT

In pursuance of the above the internal auditor shall be guided by the relevant legislation and financial regulations pertaining to the sector, the latest NALC/SLCC *Practitioner's Guide (England)*, best practice, and the Council's Internal Audit Plan - the content of which shall be agreed by both the internal auditor and the Council annually.

June 2016

C4 (f)

RYE TOWN COUNCIL

DRAFT INTERNAL AUDIT PLAN 2016-17

Notes *This Plan is applicable to the accounts, controls and procedures of both the Town Hall and Rye Heritage Centre.*

The Plan will be reviewed annually and amended to incorporate specific issues detected during the preceding 12 months.

BASIC CHECK LIST (year end exercise – by second week of June)

a) Budgetary process and controls

- Is there an adequate process for determining and approving the budget?
- Have monies been allocated in the budget to cover contingencies and are these sufficient?
- Have reserves been allocated and are they at appropriate levels?
- Is progress against the budget regularly monitored and an explanation provided for significant variations?
- Is there a minute recording the adoption of the budget/precept?

b) Year end controls

- Have year end accounts been prepared on the correct basis (ie income & expenditure), agreed with the cash book, are supported by an adequate audit trail from underlying records, and debtors and creditors properly recorded?

c) Proper book-keeping

- Have appropriate records of account been properly kept – and are they accurate and up-to-date?

d) Payment controls

- Do Members regularly see a complete list of payees?
- Does all expenditure agree with the budget, Council decisions/authorisation or delegated authorisation?
- Are payments in the cash book supported by (authorised) invoices?
- Is VAT correct in the cash book, linked to invoices, and been reclaimed?
- Are any Section 137 payments identified in the cash book separately and is the total expenditure within the prevailing statutory limit?
Note: The Council is currently eligible to exercise the General Power of Competence – rendering the s137 power superfluous.
- Has the Council acted lawfully in its decision making and not exceeded its powers?

e) Income controls

- Has scheduled income (precept, grants, fee income etc) been fully received, based on correct fees (where relevant), properly recorded and promptly banked?
- Has other income been properly recorded and promptly banked?
- Are security controls over cash and 'near cash' (eg vouchers and stamps) adequate and effective?

f) Petty cash procedures

- Are all petty cash payments recorded, supported by receipts and have reimbursements been made?
- Where relevant, has VAT been recorded and reclaimed?

g) Bank reconciliations

- Are all bank statements – including investment statements – available?
- Are bank reconciliations carried out regularly?
- Are there any unexplained entries in any reconciliation?

h) Payroll controls

- Do salaries paid agree with the pay scales approved by the Council?
- Are tax, National Insurance and pension requirements properly applied?
- Are pension contributions calculated correctly?

i) Risk management

- Has the Council reviewed its fidelity insurance, ensuring it is adequate in comparison to Council funds and the precept?
- Has the Council reviewed its *Financial Regulations*, including the Council's *Standing Orders* relating to the purchase of goods and services?

j) Asset controls

- Is the Assets Register up-to-date?

k) Reviews

- Has the Council reviewed its system of internal control and re/issued a statement of internal control?
- Has the Council reviewed the effectiveness of its system of internal audit?

l) Improvements

- Has the Council acted on any recommendations made by the internal or external auditors?