

Drinkstone Parish Council

Internal Audit Plan 2015/2016

Requirement:

That an audit of the internal controls of Drinkstone Parish Council should be undertaken as per Regulation 6 of the Accounts and Audit Regulations 2003 as amended which imposes a duty on local councils to "maintain an adequate and effective system of internal audit of its accounting records and of its system of internal control"

Process:

1. Approval by Drinkstone Parish Council of regular Financial Reports and Bank Reconciliations produced by Clerk/RFO.
2. Review by Drinkstone Parish Council of their Standing Orders, Financial Regulations and Risk Management Controls.
3. Review by Drinkstone Parish Council of their systems of internal control.
4. Review by Drinkstone Parish Council of the effectiveness of their Internal Controls.
5. Adoption by Drinkstone Parish Council of the Internal Auditors Terms of Engagement and Audit Plan
6. Appointment of Internal Auditor
7. Receipt of Internal Auditors written report.
8. Review and agree any necessary action plan.