

Financial regulations**Standing Orders and Financial Regulations****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

Standing Orders in place: A copy of Standing Orders was not provided to Internal Audit but Internal Audit records show that Standing Orders were reviewed and adopted by the Council at its meeting on 23 May 2013 (Minute 13 refers) and revised at the meeting held on 22 January 2015 (Minute 8a refers).

Financial Regulations in place: A copy of Financial Regulations was not provided to Internal Audit but Internal Audit records show that Financial Regulations were reviewed and adopted by the Council at its meeting on 23 May 2013 (Minute 14 refers).

Recommendation 2: The Council's Standing Orders and Financial Regulations should be reviewed and up-dated during 2016/17 to include specific reference to the Public Contract Regulations 2015.

VAT reclaimed: *As at the year end, claims for the repayment of VAT were outstanding for the years 2012/13, 2013/14, 2014/15 and 2015/16. A significant amount of VAT paid was available for re-claim from HMRC.*

Internal Audit has previously advised the Council to re-claim VAT payments made. There is a 3-year limit on claims so the Council needs to ensure that recovery is not lost due to further delay in submitting a claim.

Recommendation 3: The Council should promptly re-claim from HMRC the VAT payments made in the years 2012/13, 2013/14, 2014/15 and 2015/16 (or as far back as HMRC may now allow).

Use of the General Power of Competence: *Not applicable.*

Data Protection registration: *No Registration for the provision of council services has been made.*

Code of Conduct: *The Council reviewed and adopted the Code of Conduct without amendment (meeting held on 11 February 2016, Minute 15 refers).*

Risk Assessment

Review by Council of the effectiveness of internal controls, including risk assessment, and minuted accordingly

The Council has a Risk Management and Management (Financial) document in place. The Risk Assessment was reviewed and accepted by the Council at its meeting on 11 February 2016 (Minute 14 refers). The risks associated with the pond at Little Green were to be addressed in the Risk Assessment for the coming Financial Year.

The Council accordingly met the provisions of the Accounts and Audit Regulations which require a formal review by the full Council at least once a year