

## **Internal Audit Report for the Financial Year ending 31st March 2024**

As part of this internal audit review, I checked:

### **Bookkeeping**

- The financial totals as at 31 March 2023 have been brought forward accurately.
- The electronic spreadsheet is maintained and up to date.
- VAT has been evidenced, recorded correctly and reclaimed.
- Payments have been checked and were supported by invoices, authorised and minuted.
- Bank statement entries have been agreed to the cash book and to the Bank reconciliations.
- Income recorded in the bank account was checked to those entries shown in the cashbook.
- S137 expenditure has been recorded separately.
- Bank reconciliations are carried out on a regular basis, presented to Councillors and minuted. There are no unexplained variances in the Bank reconciliation.
- The figures in the AGAR 23/24 have been entered accurately.

### **Recommendations/Observations**

- **That any standing orders are also included within the schedule of payments that are approved by the Council ie Joseph Ingall and ICO payments.**
- **The payment to Cllr Friar was £85.79 and not £85.78 as per CB – adjusting this will ensure that the bank reconciliation agrees with the CB as balance on Treasurer Account should be £3,251.15**

### **Governance**

- Councillor Code of Conduct has recently been reviewed and approved by the Councillors in May 2022.
- Standing Orders were reviewed and adopted by the Council in Sept 2022.
- The Financial Regulations were reviewed and adopted by the Council in June 2022.
- There is no evidence of investments or loans.
- The previous years' AGAR Internal Audit Report, bank reconciliation and Notice of Public Rights are on the Parish Council's website.
- The Council is registered with ICO.
- The Council completes an Internal Audit Schedule.

### **Recommendation**

- **The clerk keeps a register of all the Governance policies, including Councillor Code of Conduct, Standing Orders and Financial Regulations and Risk Assessment and ensures that there are regularly reviewed and approved by the Council and uploaded to the Council's website. (This will be made easier with the introduction of the Internal Audit Schedule.)**

### **Risk Management**

- ROSPA completed an annual inspection of the play equipment in October 2023.
- The Council's Insurance Cover is provided with Zurich Municipal. The cover is to 31<sup>st</sup> May 2024.
- The Risk Assessment was reviewed and updated in 31/10/2022. Has it been reviewed since?
- Minutes are initialled with each page identified and overall signed.
- The bank balances are reported regularly in the minutes.

### **Recommendation**

- **The Risk Assessment is reviewed annually by the Council**

### **Budget**

- The Parish Council approved the Budget 2024/25 in October 2024 with a precept of £37,751 in January 2024.
- The level of the precept appears to be supported.
- The precept amount is approved in the minutes 17<sup>th</sup> January 2024.

### **Payroll – Clerk/RFO**

- There is evidence that the PAYE/NI has been paid and approved.
- Employers Liability Insurance cover is provided by Zurich Municipal

### **Asset Control**

- An up to date Asset Register is in place with individual assets listed.

### **Recommendation**

- **The Asset Register is reviewed and approved by the Council**