

Interim Internal Audit Report to Stickford Parish Council Feb 2023

Introduction

This year's interim audit was carried out remotely via email and telephone and this report is to show the findings so that they can be shared with the Councillors before the year end to enable any necessary areas of concern can be dealt with.

Review of Internal Audit Report June 2022

Overview

The Internal Auditors function is to test and report to the Authority on whether its specific system of Internal Control is adequate and working satisfactorily.

They can only Audit what is there, so agendas, minutes, supporting evidence and accounting records all need to be comprehensive and readily available.

Councillors and the Clerk/RFO need to be mindful that much of the audit is about making sure that the Council is being open and transparent in all its duties.

As yet the PKF Littlejohn annual email has not arrived and having checked their website I cannot locate anything newer than the March 2021 Practitioner's Guide so I have assumed that this is the document that we need to work to.

Accounting Records

In summary I believe that the Council has adequate accounting records and the Workbook I provided previously has been kept up to date by the Clerk/FRO and has been used for recording, reconciliation as well as Budget Control and the register of Fixed Assets.

The records to 31st January were reviewed and the following minor area's highlighted for attention ...

Receipts tab

- No date for way leave received
- No who from for £5200 received for Memorial clock repairs
- No detail of what ELDC £150 grant was for

Payments tab

- Clerks Salary should go in columns D and E but not H
- The Vat entered in respect of the War Memorial clock repairs did not look proportionally correct and needed to be looked at before the Vat return was completed

I have offered to set up the 2023/2024 spreadsheet to make it a bit easier for the Clerk/RFO in the new year.

Last year's recommendations

I have looked through these and find

- The Risk Management Policy is currently being updated and hopefully when approved and published will be dated and cross checked to make sure that the Standing Orders and Financial Regulations are

in harmony with it as there were inconsistencies with regard to values for formal tenders and quotes on acquisitions previously.

- Whilst I can see that the Clerk/RFO has been producing an Income and Expenditure Report along with bank reconciliation and reasons for significant variances in the Budget Control Report I can only see one set attached to the online minutes and must remind you that comments or 'no comments' need to be recorded in the minutes re any discussion on variances.
- The Asset Register was to be verified every 6 months, along with a Health & Safety Inspection of Assets. This was updated and published on the website but I cannot locate the Risk Assessments for the mower and strimmer.

AGAR Publication Requirements

Document	Status	How often
Certificate of Exemption	2022 showing	Annually
Annual Internal Audit Report – AGAR Page 4	2022 showing	Annually
Section 1 Annual Governance Statement Page 5	2022 showing	Annually
Section 2 Accounting Statements Page 6	2022 showing	Annually
Analysis of Variances	2022 showing	Annually
Bank Reconciliation	2022 showing	Annually
Notice of the period for the Exercise of Public Right	2022 showing	Annually

Transparency Code

In addition to the AGAR and the associated documents the following items should all be appearing on the website and I have indicated the current position for these

Document	Status	How often
Agendas	All present	As appropriate
Minutes	All present	As appropriate
Papers of Formal Meetings	Present	As appropriate
All Items of Expenditure above £500	Nothing on the Website – on a quarterly basis non salary expenditure should be published on your Website	Annually
List of Councillors or Member Responsibilities	A list of the Councillors names and contact details are on the 'Contact ' link but this does not indicate their specific responsibilities.	Annually
Details of Public Land and Building Assets	Not applicable	Annually

Summary and Recommendations

Finally, once again I have recommended to your Clerk/RFO that in order to make the year end process as seamless as possible that it would be best if the Audit was carried out in late April so that hopefully everything can be completed ready for your May meeting.

The Clerk/RFO/Chair also needs to carefully read the Internal Audit Checklist to make sure they are supplying the Internal Auditor with all the records that they need to carry out the Audit in a timely manner.

Jayne Bonsor 14/02/2023