

# Darenth Parish Council

## 2023 Internal Audit Plan plus Comments/Findings

Subject	Items	Comments and Findings
Previous Audits	Date of last External Audit Certificate	18 August 2022
	Date of last Internal Audit	06 June 2022
	Review of any items outstanding from previous external/internal reports	None
Minutes	Minutes of Council's meetings	Minutes of Council's Meetings held electronically and as hard copies
Code of Conduct	Date adopted	Adopted on 15 January 2014 under Section 27 of the Localism Act 2011. Revised November 2021
	Any changes in elected/co-opted members	None
	Localism Act 2011	Due account taken of the Localism Act 2011 as applied to the Council's Code of Conduct
	Dispensations	No dispensations granted
Standing Orders and Financial Regulations	Have they been adopted and applied?	Adopted and applied
	Have any changes been made since they were adopted or the last audit?	No
	Have any changes been formally adopted?	N/A
Risk Management	Risk Assessments - are they:	Considered as and when appropriate
	Conducted regularly?	
	Adequate?	
	Reported in the minutes?	
	Insurance cover - is it:	
	Appropriate?	Yes
	Adequate?	Yes
	Reviewed regularly?	Yes, annually when considering renewal of existing policies
	Fidelity Guarantee cover Balances plus half precept	Cover considered adequate
	Internal Controls - are they:	
	Documented?	Yes
	Adequate?	Yes
	Reviewed regularly?	Adopted on an annual basis
	Statement of Internal Control?	Reviewed annually
	Systems and Procedures - are they:	
	Documented?	Contained within Standing Orders and Internal Control Policy
	Adequate?	
	Followed?	
	Reviewed regularly?	
Budgetary Controls	Is the annual budget process reported and approved by the Council?	Yes
	Is the actual performance against the budgets reported to the Council during the year?	Yes, at monthly Meetings of the Council
	Are significant variances explained in sufficient detail?	All financial statements are reviewed monthly by Council Members
Section 137 Expenditure	What is the cash limit for the year?	No Section 137 expenditure incurred
	Is a separate account/analysis kept?	
	Has the cash limited been exceeded?	
	Have the spending powers been effectively used?	
Book Keeping	Cash Book - is it:	
	Fit for purpose?	Yes

	Up to date?	Yes
	Arithmetically correct?	Yes
	Balanced regularly?	Yes
Petty Cash	Has the amount of petty cash float been agreed?	Not applicable as no petty cash held and no payments by cash made
	Are all petty cash entries recorded?	
	Are payments made from petty cash supported by receipts/VAT invoices?	
	Are petty cash reimbursements signed for?	
	Is petty cash float reimbursement conducted regularly?	
Payments (including contracts)	Are all payments recorded and supported by appropriate documentation?	Yes
	Are payments minuted?	All payments reported to and approved by Members at monthly Council meetings
	Has VAT been identified, recorded and reclaimed?	Yes
	Are items above a de minimis amount purchased competitively?	In accordance with Standing Orders
	Have internal control procedures been adhered to?	Yes
	Contracts:	
	What contracts exist?	Two greens maintenance contracts
	Do they comply with Standing Orders?	Yes
	Have any new contracts or contract variations/extensions been awarded during the year?	No
	Do they comply with Standing Orders?	N/A
	Have contract payments been made in accordance with the contract documentation?	Yes
Payroll	Who is on the payroll and are contracts of employment in place?	Clerk/RFO; one grounds and facility warden; one facility coordinator. Contracts of Employment are in place
	Who is the Responsible Finance Officer?	The Parish Clerk
	Have there been any changes to the establishment during the year?	One caretaker left employment on 31 March 2022
	Have there been any changes to individual contracts during the year?	None
	Have any new appointments and changes to contracts been approved and minuted?	Yes
	Do salaries paid agree with those approved by the Council?	Yes
	Have any ad-hoc payments or benefits been appropriately approved?	Yes
	Have PAYE/NIC requirements been properly applied and accounted for?	Yes
Income	Is all income (including precept and grant income) correctly recorded?	Yes
	Is income received promptly banked?	Yes
	Are internal controls of cash adequate?	No cash held.
	Are invoicing arrangements adequate?	Yes
	Level of bad debts	No limit set but action taken immediately if any payment falls into arrears
Bank Reconciliation	What current/deposit accounts exist?	One current; one business reserve and one deposit account
	Are bank reconciliations conducted regularly?	Yes, monthly and presented to Members
	is there a bank reconciliation for each account?	Yes
	Are the cheque counterfoils, paying-in books and bank statements adequately referenced?	Yes
	Are there any unexplained balancing entries?	No
	Has there been a review of the banking arrangements?	Yes
Assets	Are all the material assets owned by the Council recorded in the asset register?	Yes

	Is the asset register up to date?	Yes
	Are investments recorded?	Investments are recorded within the monthly reconciliation statement
	Are the valuations regularly reviewed?	Yes
	Do asset valuations shown in the register agree with those show in the insurance policy?	Yes. Building/Equipment values reviewed annually when policies renewed
	Photographic evidence?	Yes
	Is there a deed box in existence and if so, where is it kept?	Yes in archives at Waller Park
Year-end procedures	Do the financial statements agree with the cashbook?	Yes
	Is there an audit trail from the financial records to the accounts?	Yes
	Have debtors and creditors been properly recorded?	Yes
	Date of approval of Annual Return	Awaiting approval
Additional tests as required	Computer systems:	
	Procedures for the backing up of computerised records	Digital records held on secured USB and in paper form
	Record keeping and the arrangements in place to store previous years' accounts	Appropriate arrangements in place
	Letting of Contracts:	
	The procedures adopted for the letting of contracts	Not relevant
	Annual review of the effectiveness of Internal Audit	Extent of Internal Audit considered adequate having regard to the level and nature of transactions
	Annual Statement of Internal Control	Considered adequate given the level of financial transactions completed