

**Elker Lodge Bookkeeping Services Internal Audit Service - Checklist for Year Ending 31 March 2022**

Band	Income or Expenditure (whichever is the higher)	Fee	Quoted
1	£0 to £5,000	£110	
2	£5,001 to £10,000	£140	X
3	£10,001 - £25,000	£230	
4	£25,001 - £50,000	£265	
5	>£50,000	POA	

Councillors		Elected	DOI
Chair	Cllr Carolyn Sandford, Bishop Thornton Ward	05.05.22	Requires uploading As a matter of urgency
Vice Chairman	Cllr Nick Tither, Bishop Thornton Ward	05.05.22	
	Cllr Julia Fulford, Warsill Ward	05.05.22	
	Cllr Dr Kevin Reynard, Bishop Thornton	05.05.22	
	Cllr Blair Robertson, Bishop Thornton Ward	05.05.22	

<b>Name of Council</b>	Bishop Thornton, Shaw Mills & Warsill Parish Council	<b>Name of Clerk:</b>	Mr David Taylor
<b>No. of councillors</b>	5	<b>Name of RFO (if different)</b>	
<b>Precept</b>	6900		
<b>Gross budgeted income</b>	6900		

Opening Balance Check				Activity Check				Payments Check					
O/B Bank Statement	7674.44			O/B Cashbook	7674.44			Total Exp in Year	8,706.10				
O/B Cashbook	7,674.44			Total Receipts in Yr	6,900.00			Salarie in the Year	4,760.33				
	0.00			Total Exp in Year	8,706.10			Milage All					
					5,868.34			Page in Yr	285.88				
unpresented payments at Y/E				C/B Cashbook	5,868.34								
unpresented receipts at Y	0.00			missed acc	0.00								
Bank error					0.00 should be Zero								
	0.00 should be Zero												
Closing Balance Check				Receipts Check									
C/B Bank Statement	5,868.34			Total Receipts in Yr	6,900.00			Total less Staff	3,659.89				
C/B Cashbook	5,868.34			Less Precep	6,900.00			Other Exp on CB	3,659.89				
	0.00				0.00								
unpresented payments at Y/E				Total Other Receipts					0.00 should be Zero				
unpresented receipts at Y	0.00				0.00 should be Zero								
missed acc													
	0.00 should be Zero												
Banks	c/b		c/b					1 Balances Brought Forward	7,674	7,674.44		-0.44	
	7,674.44		5,868.34					2 Precept or Rates and Levies	6,900	6,900.00		0.00	
								3 Total Other Receipts	0	0.00		0.00	
								4 Staff Costs	5,046	5,046.21		-0.21	
								5 Loan Interest/Capital Repayment	0	0.00		0.00	
	7,674.44	0.00	5,868.34					6 All Other Payments	3,660	3,659.89		0.11	
								7 Balances Carried Forward	5,868	5,868.34		-0.34	
								8 Total Cash and Short Term Investments					
Error in exp sheet													
Missing	17/03/2022	DN Taylor	StOfEx - fem	£ 37.70									
29 & 35	14.10.2021	DN Taylor	StofEx - Sept	£23.31	entered twice								
				£ 14.39									

1. Bookkeeping	Yes / No	Reviewed In Year		Observations	Suggested advice to be given by EBS
		Y / N	Date		
1.1. Cash book maintained and up to date?	See Notes	Cash Book is only an income & Expenditure, small error in exp sheet		<p>Recommend ongoing bank reconciliation not just in minutes</p> <p>A bank rec in the cash book aids transparency, it would have also highlighted the error in the current year.</p> <p>Sample sent to David to evaluate.</p>	
1.2. Payments in cashbook supported by invoices, authorised and minuted?	Yes	<p>1.For one off payments.</p> <p>2.When they come in to me I over print them with a "stamp". I then take them to the next meeting, get them signed by 2 councillors and the date of the meeting.</p> <p>3.Bishop Thornton operates a 2 signatures BIB system. I initiate the payment and it is completed only when another councillor goes online and authorises it. NB a payment cannot be made by two councillors; I must be one of the BIB "signatories". I then pay the invoice and fill in to minute and BIB date. I clip the BIB printout to the invoice.</p> <p>4.They are then entered into the cash book.</p>		Good system in place	
1.3. <b>General Power of Competence</b> (GPC) eligibility is properly evidenced? <b>CiLCA Certificate seen / 2/3 of Councillors elected</b>	No				
1.4. <b>Expenditure Legal powers</b> identified in minutes and/or cashbook? Only applicable if no General Power of Competence	Yes				
1.5. <b>VAT</b> evidence, recording and reclaimed?	Yes				
1.6. Is there a Bank Reconciliation – All accounts	No	See 1.1		Recommend an ongoing Bank Reconciliation	
1.7. Any unexplained balancing entries in any reconciliation?					
1.8. Bank statements and ledger (Cashbook) reconcile?					
1.9. <b>Opening Balance on Balance sheet – Reconciles to Previous closing balance.</b>					

1.10. Underlying financial trail from records to presented accounts? <b>Notes to late clearing prev yr Transactions</b>		Yes		
1.11. Where appropriate, debtors and creditors properly recorded?		n/a		
1.12. S137 separately recorded and within limits?		Yes	Not Used	There needs to be a S137 column even if not used
1.13. S137 expenditure of direct benefit to electorate?				
1.14. S137 expenditure minuted?				
1.15. Evidence of Internal Control and effectiveness of this reviewed		Yes	Within meetings small council	
1.16. Does the Council manage petty cash and is it accounted for properly and included in the AGAR figures		Not held		
1.17. Has the Council dealt with the AGAR in the correct way? All signed and declared correctly and legitimately? (Annual Governance Accountability Return)		See Notes		
Finance	SR	1.18. Model Financial Regulations (NALC 2019)	Yes	On Website
Finance	SR	1.19. Financial Regulations properly tailored to council?	Yes	
Finance	SR	1.20. <b>Purchasing authority</b> defined in Financial Regulations?	Yes	
Finance	AR	1.21. Financial Risk Assessment / Management Policy – <b>per Reg 3c of (A&amp;A R 2015)</b>	Yes	
Finance	AR	1.22. Financial Risk / Internal Controls Checklist – <b>evidence of random checks</b>	Yes	
Finance	AR	1.23. Financial risk Assessment - Annual - <b>Process / team working / random Checks, doc in minutes</b>	Yes	
Finance	AR	1.24. Adequate <b>internal controls</b> for payments? <b>Including adequate arrangements for BACS payments, direct debits and standing orders? Split Roles</b>	Yes	Within meetings small council
Finance	AR	1.25. External Audit - has council correctly declared itself exempt from?	Yes	

2. Budget / Reserves		Yes / No	Observations	Suggested advice to be given by EBS
2.1.	Annual budget to support precept? <b>Calculated expenses less income not inc precept – not just a % inflation increase – suggests council is not responsive.</b>	Yes	Within January 21/22 Minutes Appendix C ? prev year Dec 2020 are missing Only agenda	<b>Dec 2020 needs uploading asap</b> <b>Budget in feb 20 need uploading to web</b>
2.2.	Has budget been discussed and adopted by council? <b>In minutes</b>	Yes		
2.3.	Precept demand to invoicing authority correctly minuted? <b>In minutes</b>			
2.4.	Budget against spend comparisons provided regularly to the Council with bank reconciliation.? <b>In minutes</b>			
2.5.	Any reserves earmarked?	No	None but seen mentioned in budget	<b>Recommend councillors consider reserves for ongoing costs for defibrillator</b>
2.6.	Level of general reserves within Proper Practice? <b>le between 3 and 12 months running costs</b>	Yes		
2.7.	Any unexplained variances from budget?	No		

3. Asset Control			Yes / No	Reviewed In Year		Observations	Suggested advice to be given by EBS
				Y / N	Date		
<b>Finance</b>	<b>AR</b>	3.1. Asset Register	Yes				
<b>Finance</b>	<b>AR</b>	3.2. Insurance Register	No				
		3.3. Value of individual assets included?	Yes				
		3.4. Inspected for risk and up to date inspection records exist	No				<b>Recommend councillors minute checking assets to any risks</b>
		3.5. Record of deeds, articles and land register references available?	n/a				

4. Risk Management (Financial)	Yes / No	Reviewed In Year		Observations	Suggested advice to be given by EBS
		Y / N	Date		
4.1. Does scan of minutes reveal any unusual activity?	No				
4.2. Insurance cover appropriate and adequate?	Yes				
4.3. Does the Council have any cash investments?	No				
4.4. If 'yes' at 4.3, has the Council considered the Government's investment guidance?					
4.5. Is the Council the trustee of a charity?	No				
4.6. If 'yes' at 8.6, have the charity accounts been audited separately in the year?					
4.7. Has the Council any outstanding loans? PWLB	No				
4.8. If 'yes' at 4.7, has it budgeted for repayments in the year?					

5. Payroll – Clerk and other employees			Yes / No	Reviewed In Year		Observations	Reviewed In Year
				Y / N	Date		
5.1. Does the Council operate its own payroll? Is it outsourced if not? If neither, how does the Council manage payroll			Yes	C/o York's Account Payroll Management			
5.2. PAYE/NI/RTI evidence? ie, P32 records							
5.3. Has council approved salary paid?							
5.4. Salary accords with SCP (Salary Calculated Pay) agreed by Council							
5.5. Other payments reasonable and approved by council?							
5.6. Wage slips and P60 evidence?							
5.7. Pension obligations met?			No	Opted out			
Employment/ Personnel	SR	5.8. Contract of employment for all members of staff	No	Not held by clerk, clerk not concerned		Clerk aware that there should be a contract of employment in place	
Employment/ Personnel	BP	5.9. Expenses Policy for Clerk	No	No Evidence		Should be adopted and loaded on web for transparency	
Employment/ Personnel	SR	5.10. Pensions Policy	No	No Evidence		Must be loaded to Website for transparency	
Employment/ Personnel	BP	5.11. Sickness & Absence Policy	No	No Evidence		Should be adopted and loaded on web for transparency	
Employment/ Personnel	BP	5.12. Training and Development Policy	No	No Evidence		Should be adopted and loaded on web for transparency	
Employment/ Personnel	BP	5.13. Bullying and Harassment/Dignity at Work Policy	No	No Evidence		Should be adopted and loaded on web for transparency	
Employment/ Personnel	BP	5.14. Equal Opportunities Policy?	No	No Evidence		Should be adopted and loaded on web for transparency	
Employment/ Personnel	BP	5.15. Grievance and Disciplinary Policy?	No	No Evidence		Should be adopted and loaded on web for transparency	

6. Transparency / Internal Controls	Yes / No	Observations / Missing Years	Suggested advice to be given by EBS
6.1. Is the Council exempt from external audit – Annual turnover <25K – <b>Check 1.27</b>	Yes		
6.2. Is the Council compliant with the Transparency Code for Smaller Authorities? <b>Minutes listed on website</b> from April 2015 <b>Draft or Approved? / Within one month / If draft why not approved? / If approved why not replaced draft on website?</b>	No	No Minutes 2015 2016 2017 2018 2020 Oct draft Dec missing 2021 Jan -May Missing 2022 Mar Missing  Missing minuted needs	
6.3. <b>APM &amp; APCM Minutes</b> listed on website from Apr 2015 <b>Annual Parish Meeting (APM)</b> <i>The APM is not a PC meeting, so must be separate</i> <b>Annual Parish Council Meeting (APCM)</b> <i>It is good practice for the APCM to be a separate meeting</i>	No	No Minutes on web	Need uploading to website for transparency
6.4. <b>Minutes</b> initialled, each page identified and overall signed?	Yes		
6.5. <b>Minutes</b> include Bank Balance	Yes		
6.6. <b>Minutes</b> include payments reviewed & Agreed	Yes		
6.7. Is the Council compliant with the Transparency Code for Smaller Authorities? <b>End of Year Accounts listed on website</b> from y/e 31/3/2016 <i>Cashbooks / Budgets / Bank Reconciliations</i>	No	All Years Missing	Need uploading to website for transparency
6.8. Is the Council compliant with the Transparency Code for Smaller Authorities? <b>Internal Auditor Reports listed on website</b> from y/e 31/3/2016	No	All Years Missing	Need uploading to website for transparency
6.9. Have points raised at the last <b>Internal Auditor</b> been addressed?	No	Unknown	Needs urgent attention
6.10. Is the Council compliant with the Transparency Code for Smaller Authorities? <b>External Auditor Reports / Audited Agar listed on website</b> from y/e 31/3/2016	No	2016/17 2017/18 2020/21 AGAR's Missing	Need uploading to website for transparency
6.11. Is the Council compliant with the Transparency Code for Smaller Authorities? <b>Asset Register listed on website</b> from April 2015 <b>Check 3.1</b>	No		Need uploading to website for transparency
6.12. Is the Council compliant with the Transparency Code for Smaller Authorities? <b>A list of councillor responsibilities listed on website</b> from April 2015	See note	Small Council, no individual split roles	
6.13. Do arrangements for <b>public inspection</b> of council's records exist? <i>Dates when they were open – 30 working days including 1<sup>st</sup> 10 working days of July</i>	No	No evidence in minutes, or notice on website	Must be done for transparency



Mand/Stat Req (SR) Best Practice (BP) Audit Req (AR)		7. Due Process & Policies	Y / N	Reviewed In Year		Observations	Suggested advice to be given by EBS
				Y / N	Date		
Basic Governance	SR	7.1. <b>Code of Conduct</b> since July 2012? (to be replaced)	Yes				
Basic Governance	SR	7.2. Committee <b>terms of reference</b> exist & have been reviewed? Only required if any committees	N/A				
Basic Governance	BP	7.3. List of <b>member interests</b> held?	No	No Evidence on web		Must be loaded to Website for transparency	
Basic Governance	SR	7.4. <b>Model Standing Orders</b>	Yes	Listed as Publication Scheme			
Openness & Accountability	SR	7.5. <b>Complaint's Policy</b>	No	No Evidence		Must be loaded to Website for transparency	
Openness & Accountability	BP	7.6. <b>Recording Policy – Video / audio etc</b>	No	No Evidence		Should be loaded to Website for transparency	
Data Protection/ GDPR	SR	7.7. <b>GDPR Policy - Privacy notice – general</b>	Yes				
Openness & Accountability & Data Protection/GDPR		7.8. <b>ICO licence - ICO Model Publication Scheme 2014</b>	No	No Evidence		Urgently check I.C.O. guidance	
Data Protection/GDPR	SR	7.9. <b>Privacy notice – employees, councillors, role holders and volunteers</b>	No	No Evidence		Must be loaded to Website for transparency	
Data Protection/GDPR	BP	7.10. Has the Council done a <b>data audit</b> ? Remove personal information	Not required ; no data held that's not required				
	SR	7.11. <b>Notice of meeting</b> displayed with 3 clear working days' notice in a conspicuous place	Yes	Clerks put up week before on notice boards and sends to Agendas councillors			
	SR	7.12. <b>Summons</b> signed, and issued to councillors with agenda, with 3 clear days' notice? ? <b>Agenda used</b>	Yes	Agenda is summons			

8. Data	Y / N	Observations	Suggested advice to be given by EBS
8.1. Are all electronic files backed up?	Yes	USB	
8.2. Does the Council have a website or use another data platform?	Yes		Easy to Follow, but not up to date as stated above

Annual Governance and Accountability Return		
	Year ending 31 March 2021	Year ending 31 March 2022
1. Balances brought forward	7634	7674
2. Annual precept	5600	6900
3. Total other receipts	343	0
4. Staff costs	3278	5046
5. Loan interest/capital repayments	0	0
6. Total other payments	2624	3660
7. Balances carried forward	7675	5868
8. Total cash and investments	7675	5868
9. Total fixed assets and long-term assets	3450	3433
10. Total borrowings	0	0

Internal audit carried out by	(signed)	(print)
		C Pillow
Date	29/04/2022	

For auditor's use only	
Internal audit section of AGAR completed and signed	
Report sent to council	
Copy of internal auditor's report sent to EBS with details of any advice/guidance needed to be given	

## Section 2 – Accounting Statements 2021/22 for

Bishop Thornton, Shaw Mills & Warsill Parish Council

	Year ending		Notes and guidance
	31 March 2021 £	31 March 2022 £	
1. Balances brought forward	7,634	7,674	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or rates and Levies	5,800	6,900	Total amount of precept (or for CDE rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	343	0	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	3,278	5,046	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	2,624	3,660	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	7,675	5,868	Total balances and reserves at the end of the year. Must equal (7+2+3) - (4+5+6).
8. Total value of cash and short term investments	7,675	5,868	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>
9. Total fixed assets, plus long term investments and assets	3,450	3,433	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWRB).
11. (For Local Councils Only) Disclosures re Trust Funds (including charitable)	Yes	No	N/A
			✓
The Council as a body corporate acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.			

The difference in closing and opening balances is due to correction of rounding errors

I certify that for the year ended 31 March 2022 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority. Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date 19/05/2022

I confirm that these Accounting Statements were approved by this authority on this date:

19/05/2022

as recorded in minute reference:

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

David has provided all information to complete the audit

Record keeping is good, we have discussed slight additions to the cashbook to aid on going reconciliation.

David will work on adding more minutes, cashbooks, Agars to the website to aid transparency.