Certificate of Exemption – AGAR 2019/20 Part 2

To be completed by smaller authorities where the higher of gross income or gross expenditure did not exceed £25,000 in the year of account ended 31 March 2020, and that wish to certify themselves as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015

There is no requirement to have a limited assurance review or to submit an Annual Governance and Accountability Return to the external auditor, **provided** that the authority has certified itself as exempt at a meeting of the authority after 31 March 2020 and a completed Certificate of Exemption is submitted no later than 30 June 2020 notifying the external auditor.

WARK PARISH COUNCIL.

certifies that during the financial year 2019/20, the higher of the authority's total gross income for the year **or** total gross annual expenditure, for the year did not exceed **£25,000**

Total annual gross income for the authority 2019/20: 14 337.22

Total annual gross expenditure for the authority 2019/20: 13 294.38.

There are certain circumstances in which an authority will be **unable to certify itself as exempt,** so that a limited assurance review will still be required. If an authority **is unable to confirm the statements below then it cannot certify itself as exempt** and it **must** submit the completed Annual Governance and Accountability Return Part 3 to the external auditor to undertake a limited assurance review for which a fee of **£200 +VAT** will be payable.

By signing this **Certificate of Exemption** you are confirming that:

- The authority was in existence on 1st April 2016
- In relation to the preceding financial year (2018/19), the external auditor **has not:**
  - issued a public interest report in respect of the authority or any entity connected with it
  - made a statutory recommendation to the authority, relating to the authority or any entity connected with it
  - issued an advisory notice under paragraph 1(1) of Schedule 8 to the Local Audit and Accountability Act 2014 ("the Act"), and has not withdrawn the notice
  - commenced judicial review proceedings under section 31(1) of the Act
  - made an application under section 28(1) of the Act for a declaration that an item of account is unlawful, and the application has not been withdrawn nor has the court refused to make the declaration
- The court has not declared an item of account unlawful after a person made an appeal under section 28(3) of the Act.

If you are able to confirm that the above statements apply and that the authority neither received gross income, nor incurred gross expenditure, exceeding £25,000, then the Certificate of Exemption can be signed and a copy submitted to the external auditor **either** by email **or** by post (not both).

The Annual Internal Audit Report, Annual Governance Statement, Accounting Statements, an analysis of variances and the bank reconciliation plus the information required by Regulation 15 (2), Accounts and Audit Regulations 2015 including the period for the exercise of public rights still need to be fully completed and, along with a copy of this certificate, published on a public website* before 1 July 2020. **By signing this certificate you are also confirming that you are aware of this requirement.**

Signed by the Responsible Financial Officer	Date	I confirm that this Certificate of Exemption was approved by this authority on this date:	12 06 2020
[signature]	12 06 2020		
Signed by Chairman	Date	as recorded in minute reference:	
[signature]	12 06 2020	online meeting ①	
Email of Authority		Telephone number	
clerk.wark@gmail.com.		07880255252.	

*Published web address

ONLY this Certificate of Exemption should be returned EITHER by email OR by post (not both) as soon as possible after certification to your external auditor, but no later than 30 June 2020. Reminder letters incur a charge of £40 +VAT

Annual Internal Audit Report 2019/20

WARK PARISH COUNCIL.

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation **during** the financial year ended 31 March 2020.

The internal audit for 2019/20 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.		X	
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.		X	
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.		X	
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.		X	
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	X		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			X
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	X		
H. Asset and investments registers were complete and accurate and properly maintained.	X		
I. Periodic and year-end bank account reconciliations were properly carried out.		X	
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.		X	
K. **If** the authority certified itself as exempt from a limited assurance review in 2018/19, it met the exemption criteria and correctly declared itself exempt. *(If the authority had a limited assurance review of its 2018/19 AGAR tick "not covered")*			X
L. The authority has demonstrated that during summer 2019 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.	X		

M. **(For local councils only)** Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken: 06/11/2020 — —

Name of person who carried out the internal audit: KM DICKINSON

Signature of person who carried out the internal audit: KMD

Date: 06/11/2020

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed). – see attached report

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2019/20

We acknowledge as the members of:

WARK PARISH COUNCIL.

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2020, that:

	Agreed		'Yes' means that this authority:
	Yes	No	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		*prepared its accounting statements in accordance with the Accounts and Audit Regulations.*
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.		✓	*made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.*
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		*has only done what it has the legal power to do and has complied with Proper Practices in doing so.*
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		*during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.*
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		*considered and documented the financial and other risks it faces and dealt with them properly.*
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.		✓	*arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.*
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		*responded to matters brought to its attention by internal and external audit.*
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		*disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.*

9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A	*has met all of its responsibilities where as a body corporate it is a sole managing trustee of a local trust or trusts.*
			✓	

*For any statement to which the response is 'no', an explanation must be published

This Annual Governance Statement was approved at a meeting of the authority on:

12 11 2020

and recorded as minute reference:

Nov online meeting 7.

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman [signature]

Clerk [signature]

Section 2 – Accounting Statements 2019/20 for

WARK PARISH Council.

	Year ending		Notes and guidance
	31 March 2019 £	31 March 2020 £	*Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.*
1. Balances brought forward	10968.84	11194.34 ~~11764.36~~	*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	9750	13025	*Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.*
3. (+) Total other receipts	1520.48	1312.22	*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	2583.94	3231.39	*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	NIL	NIL	*Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).*
6. (-) All other payments	8738.09	11105.83	*Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).*
7. (=) Balances carried forward	11194.34	11764.36	*Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).*

8. Total value of cash and short term investments	11194.34	11764.36	*The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – **To agree with bank reconciliation.***
9. Total fixed assets plus long term investments and assets	25091	25091.	*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	NIL	NIL	*The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).*

11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	*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.*

I certify that for the year ended 31 March 2020 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

~~[illegible]~~

Date 12/11/2020

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

12/01/2020

as recorded in minute reference:

NOV online Meeting (8)

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

[illegible]

Wark Parish Council - Statement of account for Year ended 31st March 2020

Balance brought forward April 1st 2019 £11,194.34

CATEGORY		EXPENSES	INCOME	TOTAL
Accountancy		180.00		-180.00
Bills		321.76		-321.76
Grants & Donations		150.00	1109.92	959.92
Education		4450.72		-4450.72
Fuel		257.68		-257.68
Grass Cutting		2290.00	200.00	-2090.00
Income (Precept/NCC)			13025.00	13025.00
Insurance		1017.24		-1017.24
Job Expenses		303.37		-303.37
Miscellaneous		37.00		-37.00
Rent		90.00		-90.00
Utilities		1162.60	2.30	-1160.30
VAT		105.99		-105.99
Wages and Salary		2928.02		-2928.02
Total		**13294.38**	**14337.22**	**1042.84**

Balance brought forward April 1st 2019	£11,194.34
Add 2019-20 Surplus	£ 1,042.84
Correction for 2018-19	£ 472.82-
Balance to carry forward	£11,764.36
Add Cheques unpresented at the time	£ 1,407.47
Add Invoices due but not paid	£ 0.00
Less amounts owed to Wark PC	£ 0.00-
	£13,171.83

Bank Balance 31st March 2020.... £13,171.83

Reserve Funds

Toilet Roof	£2000.00
Mower Fund	£3000.00
Total Reserve Funds held within Bank account balance	£5000.00

WARK PARISH COUNCIL

Assets at 15th March 2020

Description/Location	Identification	Date Acquired	Purchase Costs	Responsibility	Insurance Value
4.6 Ha of land @ Stonehaugh	This land was given to the council in 1991 and has no market value	1991	1.00	Parish Council	1.00
Stonehaugh Play equipment	This was on the above land when transferred and it has now been recognised that it should be seperately identified. Since it was effectively gifted to the Council it has been included at £1	1991	1.00	SB/AH	20200.00
Star Gazing Eqipment	Donated y SVG	2015	1.00	SB/AH	2000.00
Stargazing shelter ***	This was built on the above land and gifted in 2015 to Parish Council by Newcastle Uni.It has been included at £1	2015	1.00	PC	20806.00
Toilet Block at Wark	This was purchased from Tynedale Council in 2008/09 for £500.	2008/9	500.00	EJ/PL	72538.00
Improvement to toilet block	Upgrading to include wheelchair accessibility in 2013. New toilet to be built next year.	2013	7909.00	PC	inc. in above
Wark Village Green	This land has no market value		1.00	PC	1.00
Village Green (opposite Battlesteads Hotel)	This land has no market value		1.00	PC	1.00
Two Metal benches on Village Green ***	Gifted by Sir Rupert Spier pre 2006	2006	1.00	PC	1000.00
3 Wood benches on Village Green	Many years old - value not known.	Pre 1980	1.00	PC	1.00

Two Metal benches 1beside Drs Surgery & 1 @ WestAcre	Gifted by Police Federation in memory of PC Carrol pre 2006	pre 2006	1.00	PC	1000.00
One Metal bench @ Beaufort House corner ***	Gifted by Millenium Committee in 2000	2000	1.00	PC	500.00
Metal Bench @ Dene Burn Junction *	Gifted in memory of Esther & Ralph Thompson 2012	2012	1.00	PC	500.00
Lawn Mower	Purchased in 2008	2008	1859.00	PC	1859.00
Composting Toilet at Stonehaugh**	Purchased in 2012	2012	10000.00	PC	11036.54
Waste bin	Purchased in 2013 but omitted from the schedule in error.in 2013	2013	375.00	PC	379.00
Noticeboard attached to Post Office ***	Purchased 2014	2014	500.00	PC	495.00
War Memorial on Village Green & Statues	Gifted in 1928 included @ Nil Cost to PC. Statues gifted 2019	1928	1.00	British Legion	20000.00
Metal Cupboard in Town Hall	Todays value , including depreciation	Pre 2006	200.00	Clerk	50.00
Metal Cupboard in Public toilets	Included in costs when toilets were improved Included at nil cost	2013	0.00	E Jeffrey	50.00
Various old seats	Adopted	Not known	1.00	Monday Men	1.00
Three bins 1. Village Green, 1.outside Butchers 1 beside PO.	NCC ceased maintaining	Not known	1.00	PC	1.00
Allotments	Land leased to SAS & insured by them part of amenity land	Part of amenity land	Leased to SAS	SAS	1.00
Memorial seat on Village Green ***	Erected in Memory of Stuart Hutton	2016	1.00	PC	500.00
HP 25013 4gbW10 Laptop & Epsom PrinterXP-432	Bought with grant from NALC	Nov-16	500.00	Clerk	500.00
AED Wark	Purchased with donation from Wark First School	Jan-17	1500.00	PC	1500.00
Flood volunteer protection Kit (PC cupboard in Hall)		2014-15	1.00	Clerk	1.00
AED Stonehaugh	Purchased with donation from chair	Apr-17	1500.00		1500.00
Finger post @Stonehaugh ***	gifted by FC	2017-18	1.00	PC	1200.00
Children Playing Signs @ Stonehaugh x 2 **	Purchased with donation from Giles HeronTo SVG	2017	200.00	PC	200.00
Children Playing Signs @ Wark x 2 **	1 donated	2017	30.00	PC	120.00

INTERNAL AUDIT FOR WARK PARISH COUNCIL

I certify that I have carried out the tests detailed below in accordance with the suggested approach contained in the 2019 edition of the Governance & Accountability in Local Councils in England & Wales – A Practitioners Guide.

This is the fourth year which I have been asked to carry out an audit of the accounts for Wark Parish Council. I received the accounts and associated documents to carry out the audit on 24/8/2020.

The practices and procedures for the day to day financial management of the Parish Council still need to be improved along with in year budget monitoring, bank account reconciliations and year-end procedures. Financial matters including monitoring income and expenditure against the budget set are discussed at each Parish Council meeting. I would recommend that a Councillor with financial skills/experience take the lead to support the clerk with regard to financial matters until such time that consistently accurate and complete accounts which are fully reconciled both monthly and annually can be produced. It may also be useful to contact another experienced parish clerk for advice.

I have received a blank AGAR form to complete and this should be completed prior to sending to myself. I have on this occasion completed page 4 of the blank form and not able to verify any information submitted on the final version.

Signed KM Dickinson Date 07/11/2020

Name: KM Dickinson

Internal Control	Tests	Yes/ No/ Not Applicable	Comments
Previous Internal Audit Report	Do the minutes record that Council has considered the Internal Audit Report for the previous year? Were the matters arising addressed?	Yes No	There is record that a meeting was held to discuss my report form 2019, however it does not detail how the council is changing practices a and procedures to move forward and address my concerns. It is not clear from the minutes of the meeting if my previous report(s) have been discussed in full as many errors and financial management procedures still do not take place within the parish council and no reply to the points I made in my last report.
Proper Booking	Is the cashbook maintained and up to date?	No	Over the course of my audit I have corresponded back and forth with the clerk to make adjustments to the cash book to amend errors. There were some items which have been listed in the 2019-2020 financial year which belonged to the previous accounting year which still need amending. There are 4 transactions which need to be assigned from the 2019-2020 year to the 2018-19 year. They are: • Wave Utilities £13.06 • A Hutchinson Job Expenses £ 354.83

			• WEL Medical Miscellaneous £81.42 • Tony Nixon Grass Cutting £297.59
	Is the cashbook arithmetically correct?	Yes	There are also 2 transactions which have been input into the system incorrectly and need adjustment. They are: • 1/4/2019 NALC – amount paid is £236.26 • 12/6/19 J Weir – amount paid is £33.33 plus £6.67 VAT There is one payment not listed in the cash book where the cheque was written out on 21/3/2020 and needs adding on the computer system for this financial year. The payment is £340.80 to Ritemix, cheque number 001588. No invoice was provided for inspection.
	Is the cashbook regularly balanced?	No	There is no record in the parish council meeting minutes to state that budget variances are examined or that reconciliations take place on a regular basis. The year end statement provided by the parish clerk did not balance with the bank account which would indicate also that the cash book is not regularly checked or inspected.
Standing Orders and Financial Regulations	Has the Council formally adopted Standing Orders and Financial Regulations?	Yes	The Standing Orders & Financial Regulations were formally reviewed at the meeting held on 21/1/2020.
	Has a Responsible Financial Officer been appointed?	Yes	The standing orders for the Parish Council state that the Clerk is the RFO and there is reference to a DRFO being appointed at the December 2019 meeting to support the clerk.
	Have items or services above a de minumus amount been purchased?	Yes	The Parish Council Standing orders indicate 2 tenders/quotes are required for goods/services over £500 and up to £2000. Three quotes are required for items over £2000. There was a purchase in March 2020 for £2700.00 by cheque 001582. There is no invoice included in the files to support the purchase of "Shed @ Stonehaugh". The cheque book stub is annotated by the clerk "invoice with AH". The payee's name is not stated on the cheque book stub. There is no evidence provided that this expenditure was discussed at a PC meeting and that 3 quotes were obtained in accordance with the PC Standing Order 5.7.2.

			There is no evidence in the files or PC meeting minutes to show that the grass cutting is put out to tender or competitive quotes considered to award the grass cutting contracts. I would refer the Parish Council to their financial procedures regarding procurement and ensure they follow them.
	Are payments in the cashbook supported by invoices and have they been authorised and minuted?	No	Many payments are fully supported by invoices and can be evidenced in the minutes of Parish Council meetings being approved. Improvements in the recording of payments in the PC meeting minutes are noted, however more narrative regarding consideration of quotes and discussions regarding spending public funds should be made in line with the PC standing orders. Invoices are not always annotated fully by the Parish Clerk. Recommendations: Clerk should note date of receipt, date of payment, cheque number and amount, and sign approved for payment having validated the invoice against orders or parish Council decisions. As stated in my previous report for 2018-19 financial year, the Councillors and Clerk should complete a claim form for reimbursement of out of pocket expenses attaching receipts. This should be signed and approved for payment so that payments can be traced correctly. Invoices were not available for examination for the following payments: 18/05/2019 Chq 001362 HMRC £78.20 08/04/2019 Chq 001357 A Hutchinson £31.50 08/06/2019 Chq 001365 T Nixon £297.59 30/09/2019 DD Wave £190.66 21/03/2020 Chq 001589 Clark Bros £200.00 21/03/2020 Chq 001582 Payee Unknown £2700.00 for shed @ Stonehaugh 21/3/2020 chq 001588 Ritemix
	Has VAT on Payments been identified and reclaimed?	No	Claim for 2018 -2019 or 2019-2020 have not been submitted. I reiterate my warning that some Rite mix transactions included in the VAT category in the cash book are incorrect for 2018-2019. Corrections as detailed in this report for that year should be actioned prior to claiming the VAT refund from HMRC.

			Clerk/RFO should familiarise themselves with the HMRC rules for Parish Councils for re-claiming VAT and there may be a time limit to submit a claim for VAT reclaim and the parish needs to be mindful of this and ensure they do not miss the opportunity to file a claim.
	Is Section 137 expenditure separately recorded and within statutory limits?	Not Applicable	
Risk Management Arrangements	Does a scan of the minutes identify any unusual activity?	No	
	Does the minutes record the Council carrying out an annual risk assessment	No	Minutes for the period April 2019 to March 2020 do not record discussions regarding risk assessment of activities. However, the copy of the Risk Register provided by the clerk states it was reviewed in May 2020.
	Is insurance cover appropriate and adequate?	Yes	This would appear to be adequate. Council may wish to review level of liability insurance at the next review.
	Are internal financial controls documented and regularly reviewed?	No	Financial regulations and standing orders are in place and reviewed. At times they are not always followed especially with regard to providing a budget as per the Standing Orders 5.2, a comparison to budget as per the Standing Orders 5.3, no VAT return submitted as per Standing order 5.9 & no evidence that quotes are obtained and discussed for purchases as described in the Standing Order 5.7.
Budgetary Controls	Has the Council prepared an annual budget in support of its precept?	Yes	Although a budget has been provided by the clerk, there is no record of this being used as part of the discussion to agree the precept. The minutes of the meeting on 21/1/2020 in fact state that a blanket increase of 1.4% to reflect inflation as the reason for the increase and no record of the budget being presented or discussed as the basis for the increase in precept. No forecast for income provided either.
	Is actual expenditure against the budget regularly reported to Council?	No	As in previous years, there is no evidence in the minutes that variances to compare progress against the agreed budget are discussed and reviewed.
	Are there any significant unexplained variances?	No	Variances are not discussed at meetings as financial performance is not discussed. I would recommend that a regular standing agenda item is put in place to monitor the Parish Council finances.

Income Controls	Is income properly recorded and promptly banked?	Yes	There is very little income other than the precept.
	Does the precept recorded in the cashbook agree to the District Councils notification?	Yes	
	Are security controls over cash adequate and effective?	Yes	Cash not normally handled.
Petty Cash Procedures	Is all petty cash spent recorded and supported by VAT invoices/receipts?	Not applicable	No Petty Cash System in Place
	Is petty cash expenditure reported to Council?	Not applicable	As Above
	Is petty cash reimbursement carried out regularly?	Not Applicable	As Above
Payroll Controls	Do Salaries paid agree with those approved by Council?	Yes	
	Are other payments to the Clerk reasonable and approved by Council?	Yes	Expenses claim sheets not completed and should be annotated to show validation and approval. Please see pervious note re-itemisation of receipts.
	Has PAYE/NIC been properly operated by the Council as an employer?	No	Although, the Council have appointed an accountancy firm to carryout payroll duties on its behalf to ensure prompt filing with HMRC and all payroll activities payment of monies due to HMRC were made late following receipt of a letter from HMRC Debt Management.
Assets Controls	Does the Council keep an Assets Register of all material assets owned?	Yes	
	Is the register up to date?	Yes	Latest version is dated 15/3/2020.
	Do asset insurance valuations agree with those in the register?	Yes	
Bank Reconciliation	Is there a bank reconciliation for each bank account?	No	No reconciliations provided.
	Is the bank reconciliation carried out regularly on the	No	There is no evidence to suggest this has been completed as many errors identified during the internal audit would not be found if reconciliation had happened monthly.

	receipt of statements?		
	Are there any unexplained balancing entries in any reconciliation?	No	
Year-End Procedures	Are year-end accounts prepared on the correct accounting basis?	No	The annual summary provided contained errors as the bank account had not been reconciled or verified. I have completed a bank reconciliation in order to complete my audit, however this should be done by the RFO for the Parish Council and needs addressing for the future.
	Do accounts agree with the cashbook?	No	Cashbook is incomplete and includes transactions from previous financial year and misses some transactions which were paid before 31/3/2020 but were presented at the bank after that date. The accounts summary provided to verify held inaccuracies.
	Is there an audit trail from underlying financial records to the accounts?	No	Some documents are missing, transactions entered incorrectly or absent.
	Where appropriate, have debtors and creditors been properly recorded?	No	None have been recorded at the year-end bank reconciliation and the year-end summary.

Reviewed By Parish Council

Date of Meeting: 13/11/20
online Nov 2020

Signature of Chair:

Bank Reconciliation **Financial year ending 31 March 2020**

Authority Name **Wark Parish Council**

Prepared by_____ (Name and role (Clerk/RFO etc) Date_____

Approved by_____ (Name and role (RFO/Chair of Finance etc) Date_____

Internal Audit completed 07/11/2020

Signed ___KM Dickinson_____

Balance per bank statements as at 31 March 2020				£ 13,171.83
Lloyds Bank Current Account	£13,171.83			
Petty cash balance	£ 0.00			
Less: any un-presented cheques at 31 March 2020				
001576	Bills	£ 12.00		
	Wages	£ 266.67		
001587	Education	£ 500.00		
	Insurance	£ 168.00		
001588	Education	£ 340.80		
	Utilities	£ 120.00		
			£1407.47	£ 11,764.36

Add any unbanked cash at 31 March 2020
Nil

Net bank balances as at 31 March 2020 **£ 11,764.36**

The net balance reconciles to the Cash Book (receipts and payments account) for the year, as follows

CASH BOOK

Opening Balance		£ 11,194.34
Less: Adjustment for 2019/20	£ 472.82	
Add: Receipts in the year	£14,337.22	
Less: Payments in the year	£13,294.38	
Closing balance per cash book [receipts and payments book]		**£ 11,764.36**