

Annual Internal Audit Report 2022/23

ENGLAND
Burford Parish Council

<http://www.burfordparishcouncil.co.uk/community/burford-parish-council-13213/home>

During the financial year ended 31 March 2023, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2022/23 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	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			✓
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.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
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.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2021/22, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2021/22 AGAR tick "not covered")	✓		
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2022-23 AGAR period, were public rights in relation to the 2021-22 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2021/22 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

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

Name of person who carried out the internal audit

03/04/2023

DD/MM/YYYY

DD/MM/YYYY

ENTER

DIANE F MALLEY

AUDITOR

Signature of person who carried out the internal audit

DIANE F MALLEY

Date

04/04/2023.

***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).**

****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).**



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4th April 2023

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Internal Audit Report

I have now completed the internal audit for Burford Parish Council and would be grateful if this report can be presented to the council.

I have carried out tests on the systems in place and have reviewed the internal controls. I confirm I have acted independently; the basis of the internal audit is by selective assessment of compliance with relevant procedures and controls.

A. Appropriate books of account

Appropriate books of account have been kept during the year. The council has used a spreadsheet to record the accounts which is adequate for the number of transactions. The accounts are kept up to date and there is evidence in the minutes they are balanced regularly.

B. Financial Regulations

There is an audit trail of all samples of expenditure picked, payments were supported by receipts or invoices and payment schedules were reported to meetings. Payments are now made by bank transfer and I understand there is an independent check by a councillor to compare the bank reconciliations to the cash book.

There is evidence of quotations being sought at per the financial regulations. VAT was appropriately accounted and a reclaim was made during the year.

C. Risk Assessments

The council has carried out a risk assessment during the which was reviewed by council and minuted. The risk assessment could be improved by including the agreed procedures for checking street furniture and play equipment, and to include a contingency for any unforeseen long term absences of the clerk.



Registered company number 10880898

The council's insurance cover includes public liability, employer's liability and fidelity guarantee.

D. Precept

The precept was set after the council considered its budget requirements for the year. There is evidence of the council actively monitoring expenditure against budget during the year. The general reserve figure is above the recommended level, however, I understand the street lighting energy bills are likely to take a substantial amount of the earmarked reserves. The parish council could make a virement to put some of the earmarked reserves in the budget heading for street lighting which will reduce the amount of general reserves for the current financial year.

E. Income

There were no unusual receipts during the year. Receipts are made by internet transfer.

F. Petty Cash

Petty cash is not used.

G. PAYE

The PAYE is administered by a third party payroll provider. The clerk's salary was minuted and the clerk has been paid in accordance with the approved pay rates. In December 2022, employers' NI was generated but has not been paid to HMRC. I understand the payroll provider had advised it was not payable due to claiming the employer allowance, however, parish councils are unable to claim this and the employers' NI should be paid.

Other expenses paid to the clerk are reasonable and are receipted when appropriate.

H. Asset Register

The parish council maintains an asset register, this has been updated during the year to include the new play equipment and remove the village hall which is not owned by the parish council.

I. Bank reconciliations

The bank accounts are reconciled to the cash book regularly and this is evidenced in the minutes. I have recalculated the year end bank reconciliation and agree the figures to the cashbook accounts and the bank statement printout balance.

J. Accounting Statements

The parish council prepares the accounting statements on a receipts and payment basis and agree to the cashbook.

There was an error in the 2021/22 annual accounting statement on the AGAR in that box 8 was £0. This should be the cash and bank balances at the year end and should equal the bank reconciliation statement as at year end. The 2022/23 AGAR has been amended to correct this and 'restated' should be inserted above the amended entry.

K. Exemption

The council met the exemption criteria for the 2021/22 review and correctly declared itself exempt from a limited assurance review.

L. Transparency Code

The council has published information on the website in accordance with the Transparency code for smaller authorities.

M. Public Rights

The notice for the exercise of public rights was correctly displayed.

N. Publication Requirements

The council has complied with the publication requirements for the 2021/22 AGAR, these documents can be found on the council website.

General

In general, the accounting records are well kept, and I would like to thank your clerk, Carole Hirst, for her assistance in the internal audit review and enclose my invoice for your attention.

Yours sincerely

A handwritten signature in cursive script that reads "Diane Malley".

Diane Malley MAAT