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**INTERNAL AUDIT CERTIFICATE AND REPORT
BERRINGTON PARISH COUNCIL**

When carrying out the 2022/23 Internal Audit I brought the following matters to the attention of the Council:-

The Risk Assessment should be review annually. It has not been reviewed since 1st July 2021.
I am now satisfied that this was reviewed at the meeting held on 1st June 2023.

The Financial Risk Assessment should be review annually. It has not been reviewed since 1st July, 2021.
I am now satisfied that this was reviewed at the meeting held on 1st June 2023.

Although the figure for the assets remains as the figure shown on the 2021/22 AGAR (£330,815) it has not be reviewed since 9th July, 2021.
I am now satisfied that this was reviewed and signed by the Chairman on 6th July 2023.

A matter brought to the attention of the Parish Council by the External Auditor when carrying out the 2022/23 Audit stated that "proper provision for the exercise of electors rights during 2024/25 must be published before tthe start of the period.

This must include the first 10 working days of July and I trust that this will be published in a timely matter in 2024.

I certify that I have completed the Internal Audit for the year ended 31st March 2024 according to the books and records presented to me and in accordance with the Audit Commission requirements.

My audit included comprehensive examination of the Council's records, undertaking all tests as prescribed in Section 4 of the Annual Return, sufficient to give reasonable assurance that the Council's affairs are properly conducted and are free from material mis-statement.

No matters are brought to the attention of the Council concerning the 2023/24 Internal audit.

Jennie Griffiths

15th April 2024

Annual Internal Audit Report 2023/24

Berrington Parish Council

www.berringtonparishcouncil.org.uk AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2024, 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 2023/24 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.	YES	
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	YES		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	YES		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	YES		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	YES		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			N/A
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.	YES		
H. Asset and investments registers were complete and accurate and properly maintained.			
I. Periodic bank account reconciliations were properly carried out during the year.	YES		
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.	YES		
K. If the authority certified itself as exempt from a limited assurance review in 2022/23, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2022/23 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.	YES		
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 2023-24 AGAR period, were public rights in relation to the 2022-23 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	YES		
N. The authority has complied with the publication requirements for 2022/23 AGAR (see AGAR Page 1 Guidance Notes).	YES		
O. (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

Name of person who carried out the internal audit

15/04/2024 DD/MM/YYYY DD/MM/YYYY

JENNIFER GRIFFITHS AUDITOR

Signature of person who carried out the internal audit

Jennifer Griffiths SIGNATURE REQUIRED

Date 15/04/2024

*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).