

Annual Internal Audit Report 2022/23

MARSHLAND ST JAMES PARISH COUNCIL

www.marshlandstjamesparishcouncil.gov.uk

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.			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.	✓		
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

07/05/2023

Name of person who carried out the internal audit

MRS. CHRISTINE M. HURLEY

Signature of person who carried out the internal audit

REDACTED

Date

07/05/2023

*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).

* MARSHLAND ST JAMES PARISH COUNCIL does not keep Petty Cash. - See Internal Auditor's Report.

Marshland St James Parish Council

Internal Audit Report 2022/2023

I have examined Invoices, Receipts, Bank Account Statements and other accounting records for Marshland St James Parish Council for the Financial Year 2022/2023.

The Parish Council does not keep Petty Cash, any such expenditure is made by the Clerk and reclaimed on his expenses which are subject to the same level of scrutiny as other purchases made by the Parish Council.

It is noted in the minutes of the meeting held on 13th June 2022 that approval was given for the Clerk to be given a Debit Card with a spending limit of £500.00 per transaction in order to avoid situations where larger sums of money had to be expended by the Clerk and then reclaimed on his expenses. This is covered by Financial Regulation 6.18.

It is important to stress that if used to make emergency purchases outside the £500.00 limit that proper written authority be obtained and that the preferred method of payment continues to be by means of Cheque, Direct Debit or Standing Order, wherever possible.

I can confirm that the receipts and payments are appropriate, properly authorised, approved, reported in the Parish Council's minutes, and carried out according to Financial Regulations. The accounting records are very well kept, clearly set out and presented with a clear audit trail from underlying financial records to the final accounts.

I can confirm that the year-end accounts agree to the receipts and payments recorded in the cash book.

The Parish Council's Documents including Standing Orders, Financial Regulations, Risk Assessments and other policies were reviewed and adopted by the Parish Council at their meeting held on 13th March 2023.

It is my opinion that the Standing Orders, Financial Regulations, Financial Risk Assessment together with additional policies are effective in providing a robust Internal Control mechanism. The Parish Council's continued adherence to these regulations should significantly minimise its business risks.

REDACTED

Christine Hurley

REDACTED

Internal Auditor

May 7th 2023