

## **Hoton Parish Council**

*Internal Audit Report 2021-22*

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*for and on behalf of  
Auditing Solutions Ltd*

## **Background**

Statute requires all town and parish councils to arrange for an independent internal audit examination of their accounting records and systems of internal control, and for the conclusions to be reported each year in the Annual Governance and Accountability Return (AGAR).

This report sets out the work undertaken in relation to the 2021-22 financial year which took place on 20/06/2022.

## **Internal Audit Approach**

In undertaking our review for the year, we have had regard to the materiality of transactions and their susceptibility to potential mis-recording or misrepresentation in the year-end Statement of Accounts / AGAR. We have again employed a combination of selective sampling techniques (where appropriate) and 100% detailed checks in the required key areas to gain sufficient assurance that the Council's financial and regulatory systems and controls are appropriate and fit for the purposes intended.

Our programme is also designed to facilitate our completion of the 'Internal Audit Report' in the Council's AGAR process which requires independent assurance over several internal control objectives.

## **Overall Conclusion**

We have concluded that, based on the programme of work undertaken, the Council has maintained adequate and effective internal control arrangements during the year. Consequently, we have completed and signed the 'Internal Audit Report' as part of the year's AGAR process having concluded that, in all significant respects, the internal control objectives set out in that report were achieved throughout the financial year to a standard adequate to meet the needs of the Council.

We note that the current Clerk only took over the position in October 2021 and thank her for her assistance with our audit.

# Detailed Report

## Maintenance of Accounting Records & Bank Reconciliations

Our objective in this area has been to ensure that accounting records are being maintained accurately and on a timely basis, and that no anomalous entries appear in the cashbook.

The accounting records have again been maintained using an Excel spreadsheet, which we consider appropriate for a council of Hoton's size. The Council operates a current account and business reserve with Nat West Bank PLC.

To ensure the appropriateness and accuracy of the recording of transactions, we have:

- Confirmed the accurate carry-forward of prior year closing balances to 2021-22.
- Ensured that the spreadsheet affords appropriate analysis of receipts and payments.
- Checked and agreed the cashbook spreadsheet detail for the full year to supporting bank statements.
- Verified the bank reconciliation detail on the bank account as of 31<sup>st</sup> March 2022, also ensuring the accurate disclosure of the balance in the year-end Accounts.

### *Conclusions*

*We are pleased to report that no matters have arisen in this area of our review process warranting formal comment or recommendation; we have ensured the accuracy of the year-end balances reported in the detailed Statement of Accounts and AGAR.*

## Review of Corporate Governance

Our objective is to ensure that the Council has a robust regulatory framework in place; that Council meetings are conducted in accordance with the adopted Standing Orders (SOs) and that, as far as we are reasonably able to ascertain, no actions of a potentially unlawful nature have been or are being considered for implementation.

We have reviewed minutes of Council meetings held during 2021-22, the principal aim being to consider whether any issues exist that may have an adverse effect on the Council's financial stability in the short, medium or longer term, also that, as far as we may reasonably be expected to ensure no indication exists that the Council may either be considering or have taken decisions that might result in ultra vires expenditure being incurred.

We are pleased to note that the Financial Regulations and Standing Orders have been reviewed.

### *Conclusion*

*We are pleased to report that no matters have arisen from this review area requiring formal comment or recommendation.*

## Review of Payments

We have reviewed the procedures in place for receiving invoices, checking their authenticity, accurate detail recording, processing by the Clerk and formal approval for payment by Members. Our objective is to ensure that:

- Payments have been made in accordance with the Council's approved procedures and budget for the financial year.
- VAT has been calculated correctly and is recovered at appropriate intervals.
- Payments have been correctly analysed in the cashbook and year-end Statement of Accounts prepared for members; and
- Noted that no Section 137 payments have been made during 2021-22.

As part of our payment review, we have examined all non-salary cashbook transactions.

We note that no VAT returns have been submitted for 2020-21 and 2021-22 and although the amounts are small, we recommend that a claim is submitted as soon as possible.

### *Conclusion*

*We are pleased to report that no matters have arisen from this review area requiring formal comment or recommendation.*

## Assessment and Management of Risk

Our objective is to confirm that the Council has put in place appropriate arrangements to identify all potential areas of risk of both a financial and operational / health and safety nature, whilst also ensuring that appropriate arrangements exist to monitor and manage those risks to minimise the opportunity for their coming to fruition. We are pleased to note that:

- An updated Risk Register was reviewed and adopted at the Council meetings held in May 2021.
- The Council's insurance cover is provided by Local Councils: we have examined the current policy schedule and consider that it meets the present needs of the Council with both Public and Employer's Liability at £10 million and Fidelity Guarantee cover of £50k.

### *Conclusions*

*We are pleased to report that no matters have arisen from this review area requiring formal comment or recommendation.*

## Budgetary Control and Reserves

We are pleased to note that the Council considered and agreed the budget and precept for 2022-23 at its meeting held on 10<sup>th</sup> January 2022 adopting the latter at £12,127 (minute ref 5), this represents a 5% increase on 2021-22 We also note that information relating to the

budget and performance to date during the year was considered when determining the 2022-23 budget and precept requirements.

Members continue to receive regular updates of the financial position at each council meeting, with details of the bank balances, income received and payments either made or due for approval. Each quarter a budget review is presented to the council.

At the year end, total reserves stood at £18,603 which is over the generally recognised guidance of between 3- & 6-months' revenue spending.

### ***Conclusions***

***We are pleased to report that no issues have been identified in this area warranting formal comment or recommendation.***

## **Review of Income**

The Council receives limited income by way of the annual precept, grants, and the burial ground. We have checked and agreed in full the cashbook transactions to bank statements.

### ***Conclusion***

***We are pleased to report that no matters have arisen from this area of our review that require a formal comment or recommendation.***

## **Petty Cash**

The Council no longer operates a petty cash account, with any out-of-pocket expenses incurred by the clerk reimbursed routinely throughout the year.

## **Review of Staff Salaries**

In examining the Council's payroll function, our objective is to confirm that extant legislation is being appropriately observed as regards adherence to the Employee Rights Act 1998 and the requirements of HM Revenue and Customs (HMRC) legislation as regards the deduction and payment over of income tax and National Insurance Contributions (NIC).

- Noted that the payroll is processed by the Clerk using the HMR&C Basic PAYE Tools software.

### ***Conclusion***

***We are pleased to report that no matters have arisen from this area of our review that require a formal comment or recommendation.***

## **Asset Registers**

The Governance and Accountability Manual requires all councils to develop and maintain a register of assets identifying detail of all land, buildings, vehicles, furniture, and equipment owned by the Council.

We are pleased to note that the Clerk had prepared an asset register on an excel spreadsheet. There were no additions during the 2021-22 financial year.

### ***Conclusions***

*We are pleased to report that there are no significant issues arising in this area of our review process warranting formal comment or recommendation. We have ensured the appropriate recording of these assets in the AGAR.*

## **Investments and Loans**

The Council has no loans repayable either to or by it, nor are any funds held in long-term investments.

## **Statement of Accounts and AGAR**

The AGAR now forms the Council's statutory Accounts subject to external audit scrutiny and certification. We have reviewed and verified the accuracy of detail contained in the AGAR Section 2 by reference to the financial information set out in the spreadsheet cashbook.

### ***Conclusions***

*We are pleased to report no issues have been identified in this areas of our review process warranting formal comment or recommendation and, on the basis of our review work, we have completed the Annual Internal Audit Report of the year's AGAR assigning positive assurances in each relevant area and would ask that we be provided with detail of the completed Sections 1 & 2 once they have been adopted by Council and been signed off by the Chairman and Clerk/RF*