

Annual Internal Audit Report 2023/24

Trunch Parish Council

www.trunchparishcouncil.co.uk

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.	✓		
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 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.	✓		
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).	✓		
N. The authority has complied with the publication requirements for 2022/23 AGAR (see AGAR Page 1 Guidance Notes).	✓		
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

23/04/2024

Name of person who carried out the internal audit

BRENDA HOSKINS

Signature of person who carried out the internal audit



Date

23/04/2024

*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).

23rd April 2024

The Chair, Trunch Parish Council

Internal Audit for the year ending 31st March 2024

I have carried out the Audit in accordance with Section 4 of the Audit Commission Annual Return document and the Governance & Accountability for Local Councils Appendix 9.

1. **Proper Bookkeeping**
I have checked the payments and receipts to the cash books and invoices/documentation presented.
Reviewed invoices for unusual items.
The VAT has been completed.
2. **Financial Regulations/Standing Orders**
Reviewed minutes for adoption.
3. **Risk Arrangements**
Reviewed minutes for any unusual items.
4. **Budgetary Controls**
Use of variance analysis to keep track on actual spending compared with budget, to calculate the annual Precept.
5. **Income Controls**
Reviewed receipt of precept and income during the year.
6. **Payroll Controls**
All documentation was available and is being carried out in accordance with Government guidelines.
7. **Asset Controls**
Reviewed minutes for significant additions. Insurance cover reviewed by the Council.

I did find that there were some expenses claims not backed up by relevant receipts. Tracy has carried out a sterling job given the task that confronted her. I had the opportunity to scan last years 'books' which showed many anomalies. Yet Tracy has managed to produce accurate accounts. I am pleased to say that Tracy has either or is currently addressing the inherited administration. I am sure that you shall be able to have confidence in the accounts going forward.

I should like to take this opportunity to thank Tracy for her co-operation with the internal audit and the Council for appointing me.

Yours faithfully



Brenda Hoskins

TRUNCH PARISH COUNCIL

Financial Year Ending 31 March 2024

Balance per bank statements as at 31 March 24	£	£
Current account		4243.77
Reserve account		22894.67
		<u>27138.44</u>
Less unpresented cheques at 31 March 24		
Wreath	19.50	
102110	79.00	
102112	174.00	
102119	91.22	
102120	650.54	
102121	119.25	
102122	93.19	
		<u>(1226.70)</u>
Plus unpresented receipts at 31 March 24		<u>0.00</u>
Net balances as at 31 March 24		<u>25911.74</u>

The net balances reconcile to the computerised Cash Book (receipts and payments account) for the year, as follows:

CASH BOOK

Opening balance 1 April 23	21953.38
Add: Receipts in the year	3207.35
Transfers In	22000.00
Less: Payments in the year	(21323.94)
Adjustment	74.95
Closing balance per cash book (receipts and payments book) as at 31 March 24	<u>25911.74</u>

Note: St James Unit Trust balance as at 31.03.24 £6112.57

I have prepared the above from records supplied to me.