

Annual Internal Audit Report 2023/24

Swallowcliffe Parish Council

www.swallowcliffeparishcouncil.org.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.			W/n
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

Name of person who carried out the internal audit

26/4/2024

NICOLA PHILLIPS

Signature of person who carried out the internal audit



Date

26/4/2024

*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).

Noted that at Locum Clerk (Simon Pritchard) was appointed at the end of January 2024

Explanation of failures on the AGAR

- C. No evidence of a risk assessment being completed in the financial year 2022/2023**
- D. No detailed evidence that adequate budgetary process was followed, just a note on the minutes.**
- H. No asset register on file**
- J. No evidence that accounting statement were given to the Councillors during the year and until the locum Clerk took over, there was no evidence of a cash book**
- L. No evidence that the required information was available on the Parish Councils website**
- M. No evidence on the Parish Councils website for 2022/2023 audit, except a copy of the AGAR. It does not show the period of exercise of public rights**
- N. Has not complied with the publication required on the Parish Councils website for 2022/2023**

Further procedure notes of concern.

The minutes do not show who proposed actions or seconded them

Details of the proposed budget was not on file, just the amount agreed and again no information of who proposed and seconded. It is always best to record who proposed and seconded any resolution, to ensure that it does not go against any declaration of interested from the said Councillor

The bank reconciliations were put into place after the end of January 2024

No evidence that regular accounts statement were completed and circulated

I have noted that your Locum Clerk has tried his best to put the actions required in place in such a short time and will guide the Council in ensuring correct procedures are followed for 2024/2025.

If you have any questions, please do not hesitate to contact me.

Nicky Phillips - CiLCA

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