

Internal Audit Result Report 2023/24
 For the Annual Council Meeting
 Thursday 23rd May 2024

Test:	Pass/Fail	Locum Clerk Comments	Action to Remedy
A	Pass	The Council was flattered to pass this test; the accounts were only built in the last two months of the financial year. The Council was not working on the correct roll forwards from last year, this was not picked up in previous Internal Audit	
B	Pass		
C	Fail	The Council didn't undertake/adopt a risk assessment	The Council has employed a new Clerk and will annually undertake an assessment that is adopted by the Council.
D	Fail	A budget was prepared and this was well consulted upon amongst the Councillors. Fair to say that spending wasn't monitored against the 23/24 budget as the Council wasn't receiving any financial reports.	The Council has employed a new Clerk and will ensure they bring financial reports to every meeting.
E	Pass		
F	N/A		
G	Pass	The pay role was a month out, this hadn't been noticed, probably because of the lack of financial reporting.	
H	Fail	The asset register was not adopted and the amount reported on the AGAR paperwork was based on a guess.	The Council has employed a new Clerk and will annually update and adopt the asset register.
I	Pass	The Council was flattered to pass this test as simply it should have failed. All the bank recs in the folder were produced in the final two months of the year. For the first 10 months there were none.	The Council has employed a new Clerk and will receive and adopt a bank rec at every meeting. This is then checked and signed by a council member.

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J	Fail	There were no accounting statements, so this is a fail	The Council has employed a new Clerk and will receive accounting records at every meeting.
K	Pass		
L	Fail	Transparency Code information missing	Appoint a member to double check this information has been uploaded onto the website annually
M	Fail	The period of public rights did not include the first 10 working days of July	The Council has employed a new Clerk and will adopt all the AGAR paperwork at the May meeting so there is plenty of time.
N	Fail	I do not agree with this fail; the AGAR information is on the website.	
O	N/A	This is applicable, and the Council has now updated Charity Commission website.	

Annual Governance Statement:

The council has given a negative response to the AGS 1, 5 & 6 – the above covers the plan to correct the weaknesses identified.

Summary:

The council went through a tricky patch where it didn't receive the appropriate Officer support or advice. Last year's Internal Audit also failed to highlight any of the issues.

New Locum Clerk in post since February 24 and paperwork is one again back up together. Going forwards, the Council look looking to employ a new Clerk and offer them full training support. New Internal Auditor this year who is an experienced Clerk herself.