

Marldon Parish Council – Internal Audit 2022/2023

| | Internal audit checklist | |
|---|---|--|
| A | Appropriate accounting records have been properly kept throughout the year AND periodic bank account reconciliations were properly carried out during the year | See J. Accounting records have been kept throughout the year, noted is the change of clerk in June 2022. Bank reconciliations are carried out at irregular intervals. |
| B | Marldon Parish Council complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT appropriately accounted for. | Those payments checked were supported by an audit trail which proved the minute to agree the payment, and the cheque number and payment on the bank statement. VAT is accounted for and detailed in the minutes. |
| C | Marldon Parish Council assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these. | The Council last reviewed its Financial Risk Assessment in May 2022, this now due for review. |
| D | The precept requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate. | The budget was agreed on 6 th January 2022, minute ref 6 6:6.22. The budget is not regularly compared to the spend, but this will improve in 2023/24. The Parish Council has minimal reserves |
| E | Expected income was fully received based on correct prices, properly recorded and promptly banked; and VAT appropriately accounted for. | The precept, allotments rents, and VAT repayment were all received as expected within the financial year. |
| F | Petty cash | N/A |
| G | Salaries to employees and allowances to members were paid in accordance with the authority's approvals, and PAYE and NI requirements were properly applied. | Documents, cheque lists and payments of the clerks salary and HMRC (tax and NI) were checked and confirmed to be documented in the minutes. There is no Parish Basic Allowance in place. |
| H | Asset and investment registers were complete and accurate and properly maintained. This section should include loans to or by the authority. | There are no investments. The Fixed Asset Register is available on the website and the clerk acknowledges that it will need checking and possible updated. The Parish Council has a Public Works Loan Board loan in place. |
| J | Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments), agreed to the cash book, supported by an adequate audit trail from underlying records and, where appropriate, debtors and creditors were properly recorded. | Also see A. Receipts and payments method of accounting is in place. The minutes show the approved payments, and the original document ie invoice is filed and the bank statement shows the payment leaving the account. |

| | | |
|---|---|--|
| K | It the authority certified itself as exempt from a limited assurance review in the prior year, it met the exemption criteria and correctly declared itself exempt. | N/A |
| L | The authority publishes information on a free to access website, up to date at the time of the internal audit in accordance with any relevant transparency code requirements. | The Parish Council website contains four years of financial returns, and minutes from 2015 onwards. Standing Orders and Financial Regulations are in place. The Parish Council will comply with all relevant transparency requirements in 2023/24. |
| M | Did the authority, during the previous year, correctly provide for the period for the exercise of public rights as required by the Accounts and Audit Regulations. | No, this was late. The accounts were available from 7th November 2022 to 16 th December 2022 and advertised as such. |
| N | Did the authority comply with the publication requirements for the prior year AGAR. | The conclusion of audit has not been published on the website. |