I have completed an internal audit of the accounts for Eking Parish Council for the year . . ending March 2022.

My findings are detailed below using the tests provided in the Governance and Accountability (England) guidance.

Elsing Parish Council	
Internal Audit Report	
Financial Year 2021/22	
Prepared by Clare Morton	
Phas the council formally adopted Standing Orders and Financial Regulations?	997
Has a Responsible finance officer been appointed with specific duties?	Yes - Parish Clerk is RFC
Are payments in the cashbook supported by purchase orders, invoices, authorised and minuted?	Yes – all payments have accompanying invoice and are minutes
Has VAT on payments been identified. recorded and reclaimed?	
	216 x £8.41 = £1810 permissible, £525 spent
 *	
Have S137 payments been approved and included in the minutes as such?	

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My findings are detailed below using the tests provided in the Governance and Accountability (England) guidance.

Internal control	Test	Observations	
Proper bookkeeping	Is the cashbook maintained and up to date?	Yes	
	Is the cashbook arithmetically correct?	Yes, totals bank accounts	
	Is the cashbook regularly balanced?	Accounts updates given at each meeting	
Standing Orders, Financial Regulations and payment controls	Has the council formally adopted Standing Orders and Financial Regulations?	Yes	
	Date Standing Orders last reviewed	May 2021	
	Date Financial Regulations last reviewed	Sept 2012	
	Has a Responsible finance officer been appointed with specific duties?	Yes – Parish Clerk is RFO	
	Are payments in the cashbook supported by purchase orders, invoices, authorised and minuted?	Yes – all payments have accompanying invoice and are minutes	
	Has VAT on payments been identified, recorded and reclaimed?	Yes – last claim Feb 22	
	Is s137 expenditure separately recorded and within statutory limits?	216 x £8.41 = £1816 permissible, £525 spent.	
	Have S137 payments been approved and included in the minutes as such?	Yes	

Risk management arrangements	Does a review of the minutes identify any unusual financial activity?	No	Patry cash procedures
	Do minutes record the council carrying out an annual risk assessment or review of their risk management scheme? Is insurance cover appropriate and	Yes risk register updated February 2022, and minutes confirm asset inspection has also taken place. Yes – copy of policy and	
	adequate?	sched	dule provided
valts recently reviewed	Are internal financial controls documented and regularly reviewed?	Yes -	- policy last updated in uary 2022.
Budgetary controls	Has the council prepared an annual budget in support of its precept and has this been minuted as being approved?	oC) logs	Yes- November minutes indicates budget circulated.
pense invoices seen	Has the precept been calculated from the budget and been approved?	Wag Arë	Yes
inchisera estitut	Does the budget include an actual completed year?		Budget not seen
lystips provided	Is actual expenditure against budget regularly reported to the council?		Budget not seen
arch 2022	Are there any significant unexplained variances from budget?		Budget not seen
Income controls	Is income properly recorded and promptly banked?	ren tes	Yes
	Does the precept recorded agree to the Council Tax authority's notification?		Yes
	Are security controls over cash and near cash adequate and effective?		Yes

Are there any unexplained balancing No entries in any reconciliation?

Petty cash procedures	Is all petty cash spent recorded and supported by VAT invoices/receipts?	AVO es a revirrangements unusual fin
k register updated by 2022 and minutes a sest inspection has	meeting?	I MUTTINE TIE
ken place. copy of policy and ale provided	carried out regularly?	N/A Is insurance edequate?
Payroll controls	Do all employees have contracts of employment with clear terms and	Clerk awaits recently reviewed contract.
Yes- November minutes Indicates budget circulated	Do salaries paid agree with those approved by the council?	bod elotines
eaY.	Are salaries above the National Living Wage/Minimum Wage?	asH
Budget not seen	Are other payments to employees reasonable and approved by the council?	Yes – expense invoices seen
flees for tephu8	Have PAYE/NIC been properly operated by the council as an employer?	Yes – payslips provided
Asset controls	Does the council maintain a register of all material assets owned or in its care?	Yes
Yes	Are the assets and Investments registers up to date? When were these last reviewed?	Updated March 2022
as Y	Do asset insurance valuations agree with those in the asset register?	Not known
Bank reconciliation	Is there a bank reconciliation for each account and is this reported to council?	Yes
	Is a bank reconciliation carried out regularly and in a timely fashion?	Yes
	Are there any unexplained balancing entries in any reconciliation?	No

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Year-end be	Are year-end accounts prepared using	Yes and vino sinemic
procedures	the correct accounting basis (Receipts and	arrounts p submitted?
	Payments or Income and Expenditure)?	
be	Do accounts agree with the cash book?	Yes
	Has a year-end bank reconciliation been undertaken?	Yes
atolacer erutioneoxe br	Is there an audit trail from underlying financial records to the accounts?	Yes – invoices all present and included in expenditure spreadsheet
Procedural nittliw bemistored and the legisle	Is eligibility for the General Power of Competence properly evidenced?	Currently being sought.
n the website may now i	Have points raised on the last Internal Audit report been considered by council and actioned?	d suggest a review of the Financi superseded. It may be beneficial eporting meets Transparency Co
Transparency: For smaller councils with curnover under £25,000	Minutes for whole year on website?	Yes III. I have no concerns to raise an
	Agendas for whole year on website?	Yes notion
	Payments over £100 detailed on website?	Yes
	Electors' rights advertised on website?	Yes
	Councillors' responsibilities detailed on website?	Yes
	Last financial year's AGAR on website?	Yes
	Land and building assets details on website? (Description, location, owner/leaseholder, date and cost of acquisition and present use)	Yes – land published

Allotments only	Has a list of allotment holders with amounts paid to Council been submitted?	Not reviewed	ner-end ocedures
	Have fees for the allotments been reviewed and agreed by Council?	Not reviewed	

Summary of my recommendations:

I have checked through your account book and confirmed it against income and expenditure receipts, as as against payments per your minutes. I have noted that your VAT has been claimed within the past year have verified that your payroll meets all requirements. I have not viewed the budget or the insurance document.

I would suggest a review of the Financial Regulations since those displayed on the website may now have been superseded. It may be beneficial to publish the budget on the website.

Your reporting meets Transparency Code requirements.

All in all, I have no concerns to raise and as such have signed the internal audit section of the AGAR.

website? (Description, location,

Clare Morton Internal auditor