

SUBJECT: Internal Audit Report for the Financial Year 2022 to 2023
TO: Rockhampton Parish Council
FROM: Clerk of Charlcombe Parish Council
DATE COMPLETED: ...26th April 2023

In completing the Annual Internal Audit Report section (page 4), I have carried out the following:

- An inspection of the accounts for the year 2022/23.
- Cross referenced these with the minutes of and reports to the Parish Council against the bank statements, invoices, receipts and cheque books, Payroll records etc.
- Checked figures brought forward from the 2021/22 return against those recorded in the 2022/23 return.
- Also checked the Parish Council's web site to ensure transparency.

| Required Control Objectives | | Internal Audit Observations |
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| A. Appropriate accounting records have been properly kept throughout the financial year. | Yes | Thorough accounting records have been kept and managed properly throughout the year. |
| B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for. | Yes | <ul style="list-style-type: none"> • I have referenced Rockhampton PC's Financial Regulations, which were reviewed in May 2022 and published on website. • Cross-referenced invoices, which each have individual verification by the Clerk and two councillors, with cashbook and financial report which showed payments due and minutes showing approval by councillors • VAT clearly identified in cashbook record, with details for 22/23 set out ready for claim in April 2023. Claim for previous year shown correctly in income records. |
| C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these. | Yes No | The Risk Management and Assessment Review document covers financial and other operational risks. There is appropriate mitigation noted and the risk management document was reviewed in November 2022 and outcome noted in meeting minutes. |
| D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate. | Yes | <p>Finance information provided for Rockhampton PC to agree its budget for 2022/23 clearly presented, showing comparison with previous year and notes on decision made at November 2021 meeting.</p> <p>A detailed breakdown of income and expenditure against budget is presented at each meeting, which includes account balances and statement of reserves.</p> |

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| <p>E. Expected income was fully received, based on correct prices, properly recorded and banked, and VAT was accounted for.</p> | <p>Yes</p> | <p>Minutes of May and Nov 2022 record receipt of all expected income into the operational account plus additional CIL and Members Award Fund (MAF) grants. These are shown in the receipt records, bank statements and the accounting records. It is not clear from the meeting minutes if the MAF grant is ringfenced for traffic calming measures on Lower Stone Road as in these circumstances it would be an earmarked reserve.</p> |
| <p>F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.</p> | <p>Yes</p> | <ul style="list-style-type: none"> • Cash is not used. • The clerk was refunded for stationery and postage stamps. This expenditure was supported by an invoice showing a breakdown of the items purchased • VAT has been claimed. |
| <p>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.</p> | <p>Yes</p> | <p>Checked minutes for approval of these quarterly payments and also payslips for corresponding period.</p> |
| <p>H. Asset and investments registers were complete and accurate and properly maintained.</p> | <p>Yes</p> | <p>The asset register, updated Aug 2022 is published on the website and includes reference to the Queen's Platinum Jubilee Bench, which was purchased in 2022, see minutes from 23/05/22. Insurance cover is in place.</p> |
| <p>I. Periodic bank account reconciliations were properly carried out during the year.</p> | <p>Yes</p> | <p>These are completed prior to each meeting and included in the financial report. The details are agreed by Cllrs, recorded in the minutes and the bank reconciliation is signed off by the Chair and Clerk.</p> |
| <p>J. Accounting statements 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.</p> | <p>Yes</p> | <p>Receipts and payments basis applied and details could be followed through as part of the audit. Unpresented cheques clearly identified.</p> |
| <p>K. If the authority certified itself as exempt from a limited assurance review in 2021/22, it met the exemption criteria and correctly declared itself exempt.</p> | <p>Yes</p> | <p>Gross income and expenditure below £25,000 threshold and other criteria met. AGAR Certificate of Exemption on website correctly completed for 2021/22. Published with supporting documents.</p> |

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| <p>L. The authority publishes information on a website/webpage which was up to date at the time of the internal audit, in accordance with The Transparency Code.</p> | <p>Yes</p> | <p>The information on the website includes</p> <ul style="list-style-type: none"> • End of year accounts on website for 2021/22 ✓ • annual governance statement ✓ • Internal audit report ✓ • List of councillor/member responsibilities ✓ • The details of public land and buildings – no buildings but amenity land is referenced ✓ • Minutes, agendas and meeting papers of formal meetings ✓ • List of expenditure above £100 ✓ |
| <p>M. The authority, during the previous year (2021-22) correctly provided a period for the exercise of public rights as required by the Accounts and Audit Regulations</p> | <p>Yes</p> | <p>Document on website showing period for exercise of public rights was from 13th June to 22nd July 2022, which falls within the acceptable window.</p> |
| <p>N. The authority has complied with the publication requirements for 2021/22 AGAR.</p> | <p>Yes</p> | <p>Internal Audit Report, AGAR Governance Statement, Accounting Statement plus supporting explanations and Certificate of Exemption all on website and notes as approved at 23/05/22 meeting with minute references recorded.</p> |
| <p>O. Trust funds – The council met its responsibilities as a trustee.</p> | <p>N/A</p> | <p>The Parish Council has no responsibility for trust funds.</p> |

Note:

- It would be useful to document the status of the Members Award Fund grant. Is it ring fenced for a particular project or for general use.

Based on my checks, as carried out and reported above, in my opinion the Council's accounts for the Financial Year 2022/23 have been well managed and present a fair and accurate picture of the Parish Council's activities.

Internal Audit conducted by: Rosemary Kerr, Charlcombe Parish Clerk

Signature:.....*R.H. Kerr*..... Dated: 26th April 2023