

**INTERNAL AUDIT REPORT  
2020/2021 - ANNUAL RETURN  
SEATON with SLINGLEY PARISH COUNCIL**

**1. Background**

- 1.1. Following the abolition of the Audit Commission a new organisation has been established which is responsible for issuing proper practices in relation to the accounts of smaller authorities. It is called the Smaller Authorities Proper Practices Board (SAPPB), and is made up of members of the SLCC, NALC, CIPFA, the Department of Housing, Communities and Local Government (DHCLG), the Department of Environment, Food and Rural Affairs (DEFRA), the National Audit Office and a representative of the external audit firms appointed to smaller authorities
- 1.2. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 must complete Part 3 of the Annual Governance and Accountability Return (AGAR) at the end of each financial year. Where the higher of gross income or gross expenditure was £25,000 or less, a council can certify themselves as exempt from a limited assurance review, and complete part 2 of the AGAR. The AGAR for part 2 is made of 2 sections along with an annual internal audit report. which is to be completed by the Parish Council's independent internal auditor, who is to give an opinion of the Parish Council's internal controls.
- 1.3. The Members agreed that for 2020/21 that the Council should complete part 2 and have certified themselves exempt.
- 1.4. CDALC have provided Councils with a checklist to be used, this annual audit uses this list as the minimum of the tests to be carried out.

**2. Objectives of the Audit**

- 2.1. To examine the system of internal controls to ensure that the Parish Council may obtain an adequate level of assurance for its activities.

**3. Scope of the Work and the areas of Audit Work examined**

- 3.1. The Scope of Work covers the ten key control tests identified in the AGAR, only nine of these were examined, as the Parish Council does not have any petty cash.
- 3.2. To properly complete the audit the following areas of activity have been examined and tested by the Internal Auditor:
- Payroll
  - Creditors (including postage book)
  - Risk Management
  - Income collection and Banking arrangements
  - Accounting records,

- Assets
- Debtors
- Budgetary Control (including year end procedures)

3.3. The audit findings of this report have been discussed with the Clerk of the Council and any audit recommendations have been agreed with her.

#### **4. Findings**

##### **4.1. Payroll**

4.1.1. The Parish Council has 1 employee who works agreed hours and is paid in line with NJC payscales.

4.1.2. Payroll information is processed by J.A.C.S. (Accountancy Services) who provide payslips and payroll information which allows the Clerk to pay her salary and tax by cheque, through the Council's bank account. All payments are confirmed by Councillors during the accounts paid each month procedure.

4.1.3. All payroll information was checked for the year and was processed correctly, and the amounts were found to be properly paid into the Council's bank account.

##### **4.2. Creditors**

4.2.1. There is no separation of duties at Seaton with Slingley Parish Council as the Parish Clerk is the only Officer responsible for Finance and Administration. Compensating checks are carried out by the Members and Financial Regulations outline the system to be followed.

4.2.2. Cheques for payment are normally prepared by the Responsible Finance Officer (Clerk) and together with the relevant invoices are presented to Members each month to view and check. 2 Members sign the cheques at the Parish Meeting and initial the cheque stubs.

During the Pandemic arrangements were put in place where meetings were conducted by Zoom and Members were kept informed of progress and have the opportunity to question any payments and the cheques were signed by the Clerk and the Chair. A record of all cheque numbers and details of expenditure are shown in the Council's minutes to be approved.

4.2.3. The Internal Auditor checked all payments amounts and the associated records for the year and these were found to be properly recorded in the Receipts and Payments book, with 0 queries for investigation.

4.2.4. All donations paid had been agreed by the Council prior to payment being made and were properly recorded as Section 137 payments in the Receipts and Payment book.

4.2.5. All purchases and issues of stamps are recorded in a postage book and this was found to be properly recorded and the balance of stamps in hand (0) confirmed, at

the time of the audit.

#### **4.3. Governance Arrangements**

- 4.3.1. The Financial Regulations and Standing Orders of the Council along with the Risk Management Policy and Risk Assessment document was approved at the Council meeting on 24 June 2020.

These are essential for good governance for the Council, and for effective internal controls. The minimum internal audit testing required by CDALC state that Financial Regulations and Standing Orders should be reviewed within the current financial year.

- 4.3.2. The Accounts and Audit Regulations 2015 require smaller authorities, each financial year, to conduct a review of the effectiveness of the system of internal control and prepare an annual statement in accordance with proper practices in relation to the accounts. This had been carried out.

- 4.3.3. There appears to be adequate insurance cover for all assets of the Council.

- 4.3.4. The announcement of the public rights for 2019/20 was dated 24 June 2020 with the inspection of the accounts available between the 29 June and 10 August 2020 and was placed on the website.

#### **4.4. Income collection and Banking arrangements**

- 4.4.1. All income received is banked through a paying in book which is recorded in the Receipts and Payments Book. The paying in book gives details of the banking.

- 4.4.2. I examined all the income records for the year and confirmed that all income had been received, promptly banked, and properly recorded in the Receipts and Payments book.

- 4.4.3. Vat is recorded in the Receipt and Payments cash book and is claimed annually. Vat refund had been received for 2019/2020 on 19 May 2020 and was found to be correct. The VAT claim for 2020/21 has been completed and is to be submitted soon.

- 4.4.4. There is 1 current bank account held by the Council which shows all income and expenditure for the Council.

- 4.4.5. I agreed the reconciliation of the bank statement at the end of the year to the Receipts and Payments book as at 31 March 2021.

#### **4.5. Accounting Records**

- 4.5.1. All Receipts and Payments were properly recorded with the Clerk carries out regular bank reconciliations, which are submitted to Members monthly.

**4.6. Security/Assets**

4.6.1. I understand that the Council does not own any assets.

**4.7. Debtors**

4.7.1. There are no accounts raised for debts as Debtors either pay by cash or a cheque is received for work/service carried out.

**4.8. Budgetary Control**

4.8.1. The budget was initially discussed at the 18 November 2020 Council meeting and the detailed budget and precept was agreed at the Council meeting on 20 January 2021. The annual budget was prepared to support the precept.

4.8.2. I understand that at every Council meeting Members are provided with details of receipts and payments reports, and details of the financial position in comparison to the budget.

**5. Conclusions**

5.1. Of the key controls examined within part of the return there was nothing which was considered to be of concern, and all were found to be working satisfactory.

**6. Recommendations**

6.1. There were no recommendations to make.



**Gordon Fletcher (C.M.I.I.A.)  
Internal Auditor  
Date: 28<sup>th</sup> April 2021**