

Wentworth Parish Council

Internal Audit Report August 2019

This report covers the financial year 2018/19

Reviews Undertaken

1. Bookkeeping

Detailed examination of the computer spread sheet receipt and payment records show that they are regularly maintained, arithmetically correct and balanced for the period 1st April 2018 – 31.12.2018. It has not been possible to agree the end of year balances due to the absence of bank statements covering the end of year.

2. Standing Orders & Financial Regulations

The Council has adopted Model Standing Orders

The Council has adopted Financial Regulations

The Parish Clerk, Mrs Anthea Lowes, was appointed Responsible Finance Officer and responsible for maintaining all the council's records until her resignation on 31 December 2018. The period to the end of the financial year was covered by a locum Clerk.

All financial activity is approved at full council meetings and recorded. Cheques are prepared by the clerk & signed by 2 councillors. VAT on payments has been correctly recorded and reclaimed
S137 expenditure is well within statutory limits

3. Risk Management

The Council assessed and reviewed risk in the financial year covered (25 July 2018)

4. Budget

There is a satisfactory budgetary process before the annual precept is assessed and agreed by full council.

5. Income

The Council receives additional income from land at Grunty Fen. There is no cash income.

6. Petty Cash

No petty cash system operated.

7. Payroll Controls

Until the resignation of Anthea Lowes, Clerk, salary and expenses have been paid accordance with Council approvals. Mrs Lowes used HMRC Basic Tools software to report PAYE in real time.

8. Asset Controls

The register of assets is updated and completed correctly

9. Bank Reconciliation

The bank accounts are reconciled and there are no unexplained balancing entries.

10. Year- end procedures

Accounts have been correctly prepared on a receipts and payment basis.

11. Transparency Code for Smaller Authorities (t/over less than 25,000)

The Code lists items which should be published regularly and annually on the Council's website.

- Agendas and associated meeting papers should be published not later than 3 clear days before the meeting to which they relate is taking place
- Draft minutes of all formal meetings not later than one month after the meeting has taken place

Annual publication of accounting documents no later than 1 July in the year immediately following the accounting year to which it relates. See list of documents below

- Completed certificate of exemption
- Completed, signed and dated internal audit report
- Completed, approved, dated and signed annual governance statement
- Completed, approved, dated and signed summary accounting statements
- An analysis of variances
- A bank reconciliation
- Notice of the period for the exercise of public rights
- Items of expenditure in excess of £100
- Updated register of assets

The Council is not currently meeting the publication requirements of the Transparency Code. The annual accounting documents relating to the financial year ending 31st March 2019 should have been published on the website no later than 1st July 2019.

Recommendations

That Council ensure that an email acknowledgement was received from Auditors PKF Littlejohn that they did receive a completed certificate of exemption for year ending 31.03.2019.

That council ensure publication of the above documents on its website as soon as possible.

Gillian Barnes
Internal Auditor
5 Church Farm Close, Wentworth, Ely, Cambs, CB6 3QL
18 August 2019