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Carolyn Wiggins
Parish Clerk
Beckington Parish Council

15th June 2022

Dear Carolyn,

INTERNAL AUDIT FOR BECKINGTON PARISH COUNCIL

I have now completed the internal audit for the above Parish Council. The audit has included a review of the internal systems controls that are in place.

I confirm that I have acted independently. The basis of the audit is by selective assessment of compliance with relevant procedures and controls.

I have attached a copy of the internal audit report and the Internal Audit section of the AGAR has been signed.

Outlined below is a basic overview of the areas included in the audit.

Appropriate Accounting System

Appropriate account books have been kept during the year. The Council uses the Scribe software accounting system to record income and expenditure.

The books are kept up to date and there is evidence that bank reconciliations are reported on a regular basis.

Financial Regulations and Standing Orders

There is a clear audit trail of all samples picked. Council carries out its financial processes in line with its Financial Regulations and Standing Orders.

Quotations have been sought where appropriate and VAT has been properly accounted for and reclaimed.

Risk Assessments

There is a Risk Assessment in place.

The Council's insurance covers public liability, fidelity guarantee and employer's liability.

The backing up of electric Data has been confirmed by Council and is adequate. Council has indicated that it is reviewing cloud based systems of back-up in the future.

The Council needs to review its business continuity protocols that are currently in place. It is recommended that a cloud based system is implemented as soon as practicable to ensure that the handover to a new Clerk in the future is smooth and without complication.

Precept

The precept was set following the consideration of the annual budget by Council.

Council received regular monitoring reports that compare receipts and payments against budget and demonstrates that the Council is being proactive in managing financial controls.

Income

Income is correctly recorded and there is an audit trail of banking. No unusual income was identified.

Petty Cash

Petty cash is not used. Expenses are claimed and reimbursed.

PAYE

The PAYE is administered using the HMRC's Basic Tools. The RTIs have been submitted and outstanding payments have been made.

Asset Register

The Council maintains an asset register and this has been reviewed.

Bank Reconciliations

Bank reconciliations are carried out regularly and reported to Council. This is strong internal control and should highlight errors in either the cashbook or if there has been a bank error.

Accounting Statements

The Parish Council prepares its accounting statements on a receipts and payments basis. This agrees with the cash book.

General

The accounting records are well organised and the information provided to enable the internal audit review to be carried out was comprehensive.

Thank you for all your assistance in enabling the internal audit to be completed.

Yours sincerely

Paul Russell

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Annual Internal Audit Report 2021/22

Beckington Parish Council

<http://beckingtonparishcouncil.org.uk/>

During the financial year ended 31 March 2022, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2021/22 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			✓
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.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year 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.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2020/21, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2020/21 AGAR tick "not covered")			✓
L. The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements	✓		
M. The authority, during the previous year (2020-21) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2020/21 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

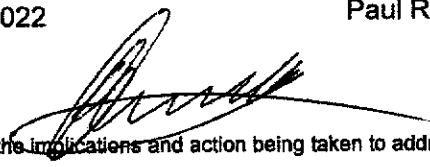
Date(s) internal audit undertaken

15/06/2022

Name of person who carried out the internal audit

Paul Russell

Signature of person who carried out the internal audit



Date

15/06/2022

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).