

INTERNAL AUDIT REPORT 2022-2023

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Local Council Audit Services Internal Audit
Report
To the Members of

Ponsanooth Parish Council

Year Ending 31st March 2023

Final issue date: 14/05/23
Issued To: Ponsanooth Parish Clerk

INTRODUCTION:

Internal auditing is an independent, objective assurance activity designed to improve an organisation's operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes.

Scope:

The scope of the audit covers, as a minimum, the areas included in the Internal Audit Report contained in the Annual Governance & Accountability Return and the Transparency Code.

An interim audit has not been undertaken and this report covers the activities of the Parish Council during the year.

Approach:

Audit work is carried out in line with the Chartered Institute of Public Finance and Accountancy's Internal Audit Standards and guidance issued by the National Association of Local Councils.

Where applicable I have included reference to 'proper practice' and the associated guidance as laid out in 'Governance & Accountability for Smaller Authorities in England' updated 2022.

Selective testing was conducted, and the relevant policies, procedures and controls were reviewed. No face-to-face meetings were held with inspection of digital documents and inspection of the Parish Website used to reference findings.

GENERAL COMMENTS:

I would like to thank the Parish Clerk for her time and co-operation with this inspection.

The matters raised in this report are only those which came to my attention during my internal audit work and are not necessarily a comprehensive statement of all the weaknesses that exist, or of all the improvements that may be required.

In giving my internal audit opinion, it should be noted that assurance can never be absolute. The most that the internal audit service can provide is a reasonable assurance that there are no major weaknesses in risk management, governance, and control processes. The audit does not guarantee that the accounting records are free from fraud or error.

Not all matters have been assessed and future IA's will test those omitted in 2022/23.

Risk

Risk Assessment:

The Risk Register and Risk Management Policy were reviewed in December 2022 - 317/22

Insurance:

The Council has a municipal policy and statutory insurances are in place and Fidelity Guarantee is adequate at £250,000. The Asset Register has been updated. *A reconciliation between the Asset Register and the Insurance Schedule should be undertaken to ensure that all assets are insured at replacement value*

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Community Assets :

The Asset Register has been updated during the year

Budget

Setting:

The Council has set a budget for 2023/4 and submitted a precept request to the Billing Authority. This was duly approved by Council minute 317/22 on the 12th December 2022

Monitoring:

Regular financial reporting forms part of the Council agenda. The budget is monitored and details of payments made presented.

Income

Income has been received and recorded correctly

Precept:

The precept payment received is in accord with that requested from the Billing Authority.

VAT:

It was noted that the change of Parish name hindered reclaim submission - now resolved and VAT reclaims are up to date.

Grants:

Grants towards services have been received and recorded.

S106, CIL and other receipts are recorded correctly

Payroll

2022/23 Pay Scales:

Payment of salary has been made in accordance with the rate applicable

Officers:

The Council employs one officer and checks identified that payroll is being recorded accurately and statutory supporting deductions and pension payments properly recorded and paid.

Bank Reconciliations

Bank Reconciliations are regularly undertaken and are reviewed by Members as part of the internal audit checking.

Electors Rights

The NOTICE OF PUBLIC RIGHTS has been properly published and the Council has published the conclusion of audit as required.

Comments on other matters

The Council has met its requirements in complying with both the General Data Protection Regulations (GDPR) with a publish Privacy Policy and also with recommended practices on Accessibilty. The clerk is idenfied as the GDPR officer.

The Information Commissioners Office sets out guidance relating to the publication of documents. This states that any papers mentioned within the Agenda form part of the Agenda and should be published. *The council should consider if it is meeting its publication requirements. For guidance please go to <https://ico.org.uk/media/for-organisations/documents/1156/minutesandagendas.pdf>*

The Council undertook a reivew of policies in Decmeber 2022 - 317/22

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