# **Barnetby-le-Wold Parish Council**

# **Internal Audit 2018/19**

The Internal Audit was carried out at the Office of the Council 28 Granary Fold Scotter on 15th May 2019 with the assistance and full co-operation of Rachael Reddin Clerk & RFO.

Part 2, para 5 (1) of the Accounts and Audit Regulations 2015 imposes a duty on Local Councils to “undertake an effective Internal Audit to evaluate the effectiveness of its risk management, control and governance processes, considering public sector internal auditing standards or guidance”.

Internal audit is a key component of the system of internal control. The purpose of internal audit is to review whether the systems of financial and other controls over a council's activities and operating procedures are effective.

At the request of the council I have conducted an Internal Audit review of the council’s accounting records in respect of the financial year ended 31 March 2019. I have acted independently and, based on an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls expected to be in place during the financial year.

The audit has been carried out in accordance with the council’s needs and planned coverage. Based on the findings in the areas examined, the internal audit conclusions and recommendations have been recorded below.

**Accounts**

Budget for **2018/19 - £ 24,000 *-***Precept **£ 23,000** min 1801/007

The Ledger is up to date and arithmetically correct showing: -

 Receipts £ **36,134** Payments £ **36,136**

Bank Statement 90 Balance at 26/03/19 **£ 6,205.47**

Actual Balance carried forward 31st March 2018 £ **6,205.47**

VAT evidenced and recorded - **£ 337.84** Reclaimed 03/04/18 - 2017/18

 **£ 9,200** Reclaimed 15/09/18 - 2017/18

 **£ 189** to Reclaim 2018/19

S137 Payments - **£1,549.75** being expenditure of direct benefit to electorate

Payroll for PC Clerk & Cemetery Clerk contracted to RNS

General Reserves. c/f **2019/20 -** ***£*** **6,205**

Asset Register ***- Value at March 2019 £ 9,495***

It should never be assumed that all VAT can be recovered. Owing to the complexity of VAT legislation, it is recommended that advice be sought from HMRC when any new projects are undertaken, significant capital expenditure is being considered or any new matters arise.

**Policies & Procedures**

Reviewed at 2018 APCM -:

6a) Code of Conduct ***-*** *NLC vers. May 2007*

6b) Financial Regulations - *NALC version 2016 paras 1-17 incl.*

6d) Standing Orders - *NALC version paras 1-25 incl*

6e) Disciplinary & Complaints Procedure

6f) Equal Opportunities.

2017/18 Internal Auditors Detailed/Summary Report min1805/007

2017/18 Audit Return Certificate min1810/011c

Staff Contracts of Employment reviewed min 1901/11d

Insurance reviewed - Zurich min1805/014e)

**Recommendations : -**

Council should record in the minutes : -

Review of Cemetery Fees.

Committees Terms of Reference

Risk Assessments / Inspection Reports

Monthly Clerk Reports

Monthly Receipts & Payments

Security arrangements for the storage of electronic data

ERNLLCA & NALC documents should not be used as the PC are not a current member.

In accordance with GDPR / Transparency Code & Terms of Insurance it is recommended that councillors

have a separate email address from their personal one.

**Summary**

The accounts and governance arrangements of the council have been maintained to a very high standard and the co-operation of the Clerk to the Council in the completion of this audit is very much appreciated

The adoption of the above recommendations will serve to further enhance and strengthen the systems, procedures and governance arrangements already in place.

The Internal Audit has been conducted in accordance with the Governance and Accountability for Local Councils – Practitioners Guide 2018.

I confirm that I have no relationship or interest, financial or otherwise, with any member or officer of the council.

Section 4 of Annual Return Form completed and signed on the 15th May 2019

 BKBrooks 18th May 2019

Brian Brooks CiLCA