HEELIS&LODGE

Local Council Services • Internal Audit

Internal Audit Report for Campsea Ashe Parish Council – 2023/2024

The following Internal Audit was carried out on the adequacy of systems of control in accordance with the requirements of the Audit and Accounts Regulations 2015 and the guidance and instruction in the Practitioners Guide 2023. The following recommendations/comments have been made:

Income: £11,576.28 Expenditure: £11,946.36 Reserves: £6,232.17 (EMR) £4,273.97 (General)

AGAR Completion:
Section One: Yes - unsigned
Section Two: Yes – draft figures (unsigned)
Annual Internal Audit Report 2023/2024: Yes
Certificate of Exemption: Yes

Proper book-keeping

Cash Book, regular reconciliation of books and bank statements. Supporting vouchers, invoices and receipts

All were found to be in order. LGAs137 and VAT payments are tracked and identified within the year end accounts.

The cashbook is referenced providing a clear audit trail. Supporting paperwork is in place and well referenced.

Financial regulations

Standing Orders and Financial Regulations
Tenders
Appropriate payment controls including acting within the legal framework with reference to council minutes
Identifying VAT payments and reclamation
Cheque books, paying in books and other relevant documents

Standing Orders in place: Yes
Reviewed: 19/3/2024 (Ref: 23.70/3)
Financial Regulations in place: Yes
Reviewed: 23/5/2023 (Ref: AMC23.8)

VAT reclaimed during the year: Yes (3/1/2024 - £1,731.81 2022-2023)
Registered: No

General Power of Competence: No

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There were no tenders during the year that exceeded the £25,000 Public Contract Regulations threshold.

Risk Assessment

Appropriate procedures in place for the activities of the council
Compliance with Data Protection regulations

Risk Assessment document in place: Yes
Data Protection registration: Yes (Ref: ZA453464)

Data Protection

The General Data Protection Regulations have changed and the new Regulations came into force on 25 May 2018. It is likely that this will affect the way in which the Council handles its data. Due to the financial risk associated with the General Data Protection Regulations, the Council have included this in their Risk Assessment.

Privacy Policy published: *Yes*

Insurance was in place for the year of audit. The Risk Assessment and Internal Controls were reviewed at a meeting held on 19/3/2024 (Ref: 23.70/3).

The Council have good internal financial controls in place. The Clerk provides financial reports to council meetings. Councillors are provided with information to enable them to make informed decisions.

The annual play area inspection has been undertaken during the year (Ref: 21/11/2023 – 23.47/3).

Fidelity Cover: £50,000

The level of Fidelity cover is within the recommended guidelines of year end balances plus 50% of the precept.

Transparency

Under the **Transparency code for smaller authorities**, smaller councils with income/expenditure under £25,000 should publish on their website from 1 April 2015:

Smaller Council: Yes
Website: https://campseaashe.onesuffolk.net/

a) all items of expenditure above £100
Published – Yes – contained within the minutes
b) annual governance statement (By 1 July)
2023 Annual Return, Section One Published – Yes
c) end of year accounts (By 1 July)
2023 Annual Return, Section Two Published – Yes
d) internal audit report (By 1 July)
2023 Annual Return, Section Four Published – Yes

e) list of councillor or member responsibilities
Published – Yes
f) the details of public land and building assets (By 1 July)
Published – Yes
g) minutes, agendas and meeting papers of formal meetings
Published – Yes

The Council have met the requirements of the Transparency Code for smaller councils.

Under **The Local Audit (Smaller Authorities) Regulations 2015 9(6 & 7)** a smaller council having certified itself as an Exempt Authority must publish on their website:

Certificate of Exemption
Certificate of Exemption Published - Yes

Under **The Accounts & Audit Regulations** councils must publish on their website:

Notice of period for the exercise of public rights
Published – Yes

Period of Exercise of Public Rights

Publish Date: 25/5/2023 Start Date: 12/6/2023 End Date: 21/7/2023

Under the requirements of the **Accounts and Audit Regulations 2015 13(2b)** council are required to display AGARs for the five years 2018-19, 2019-20, 2020-21, 2021-22 and 2022-23 on their website.

The Council have met the publication requirements.

Budgetary controls supporting documents

Verifying the budgetary process with reference to council minutes and

Precept:	£6,000 (2023-2024)	Date: 17/1/2023 (Ref: 22.63.2)
Precept:	£6,500 (2024-2025)	Date: 21/11/2023 (Ref: 23.47/2)

Good budgetary procedures are in place. The precept was agreed in full council and the precept decision and amount has been clearly minuted. The Clerk ensures the council are aware of responsibilities, commitments, forward planning and the need for adequate reserves. Budget papers are prepared to ensure councillors have sufficient information to make informed decisions. Budgets are monitored during the year.

Income controls Precept and other income, including credit control mechanisms

All were found to be in order. Income controls were checked and a sample of income received and banked cross referenced with the Cash Book and bank statements.

Petty Cash Associated books and established system in place

A satisfactory expenses system is in place with supporting paperwork. No Petty Cash held.

Payroll controls PAYE and NIC in place where necessary.
Compliance with Inland Revenue procedures
Records relating to contracts of employment

PAYE System in place: Yes
Employer's Reference: 120/LA59050
P60s issued: Yes

The Council continue to operate RTI in accordance with HMRC regulations. Payroll is outsourced. Supporting paperwork is in place and a P60 has been produced as part of the year end process.

It is noted that the Council undertook a review of salaries at a meeting held on 21/11/2023 (Ref: 23.47/1) which noted the National Pay Award.

Asset control Inspection of asset register and checks on existence of assets
Cross checking on insurance cover

A separate asset register is in place with a review being undertaken on 19/9/2023 (Ref: 23.35/1). Values are recorded at cost value/insurance value. The total value of assets are recorded at £103,473. The figure in the asset register corresponds with the figure in Section 2, Box 9 of the AGAR.

Bank Reconciliation Regularly completed and cash books reconcile with bank statements

All were in order. Bank Reconciliations are carried out regularly. The bank statements reconciled with the end of year accounts and bank reconciliations for all accounts.

Bank Balances at 31 March were confirmed as:

Barclays Community	*xxxx7299*	*£10,084.53*
Barclays Savings	*xxxx5066*	*£3,737.62*

Reserves	General Reserves are reasonable for the activities of the Council Earmarked Reserves are identified *The Council have adequate general reserves (£4,273.97) and have identified earmarked reserves of £6,232.17 in their year end accounts.*
Year-end procedures	Appropriate accounting procedures are used and can be followed through from working papers to final documents Verifying sample payments and income Checking creditors and debtors where appropriate. *End of year accounts are prepared on a Receipts & Payments basis.*
Sole Trustee	The Council has met its responsibilities as a trustee *The Council is not a sole trustee.*
Internal Audit Procedures	*The 2023 Internal Audit report was considered by the Council at a meeting held on 23/5/2023 (Ref: 6).* *Heelis & Lodge were appointed as Internal Auditor at a meeting held on 19/3/2024 (Ref: 23.70/4).*
External Audit	*The Council formally approved the 2023 AGAR at a meeting of the full Council held on 23/5/2023 (Ref: 4 & 5).* *The Council declared themselves Exempt from External audit for the 2022-2023 financial year (Ref: 23/5/2023 – item 6).*

Additional Comments/Recommendations

- The Annual Parish Council meeting was held on 23/5/2023. The first item of business was the Election of Chairman, in accordance with Standing Orders.
- There are no additional comments/recommendations to make in relation to this audit.
- I would like to record my appreciation to the Clerk to the Council for his assistance during the course of the audit work and the quality of documentation presented for the audit.

Heather Heelis
Heelis & Lodge
16 May 2024

HEELIS&LODGE

Local Council Services • Internal Audit

www.heelisandlodge.co.uk

INVOICE

To:

Campsea Ashe Parish Council

Invoice No: HL9459
Date: 16 May 2024

Details	Quantity	Amount (£)	Total (£)
To carry out Year End Audit for Campsea Ashe Parish Council for the year ended 31 March 2024 £5,001 - £15,000 Banding	1	130.00	130.00
Total			130.00

Please make cheques payable to: Heelis & Lodge

Bank Details: Account 02539349 Sort Code 72-00-00

Terms – 14 days

Thank you.

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