

Mrs Anne E. Barnes FSLCC
Internal Auditor
79 Caistor Lane
Caistor St Edmund
Norwich
NR14 8RB



13 June 2020

Mrs M Ridgwell

Clerk to Bunwell Parish Council

6 South Walk

Thorpe End
Norwich

NR1 5BJ

Dear Chairman and Councillors,

Internal Audit Report to Bunwell Parish Council for Year Ended 31 March 2020

For the Attention of the Council

A. Appropriate accounting records have been kept properly throughout the year.

I have inspected the Council's records to 31st March 2020. I have examined your cashbook and found it to be well maintained and up to date, correct and regularly balanced. I have also examined your invoices, cheque books, paying-in books, bank statements and compared these to your Receipts and Payments account and your accounts in the Minute Book. I note that the current account with Barclays has a NIL balance, but the Business Saver still remains open and has a balance of £0.10.

B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for.

I have examined your invoices as presented to me and note that they have been approved by the Council and VAT was properly accounted for.

C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.

Standing Orders and Financial Regulations adopted and Applied

I note that your Standing Orders and the Financial Regulations were reviewed in 2018 and are due for review in 2020.

Risk Management Arrangements

I have inspected your Risk Assessments and found them to be adequate.

Insurance

I have reviewed the Council's insurance through AXA to ensure the insurance cover is adequate. I note that the premiums are up to date. The Policy runs from 1 June 2019 to 31 May 2020.

D. The Precept or Rates requirement resulted from an adequate budgetary process; progress against the Budget was regularly monitored; and reserves were appropriate.

I have had sight of the Budget for 2019/20 and Budget 2020/21 and confirm that the Precept was agreed through an adequate budgetary process. The budget was reviewed against actual and reserves are appropriate.

The Precept amount is not recorded in the Minutes. Please ensure the Minutes states the actual amount of Precept you have agreed.

Section 137

Section 137 Expenditure should be separately recorded in the cashbook and is within your statutory limits.

E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.

Income Controls

I note that all income is recorded and banked properly, and the Precept agrees with the Parish Council's notification to the Council Tax authority. The Parish Council has very few cash transactions and adequate controls are in place to minimise any loss.

VAT Payments Controls

I confirm that all VAT expenditure has been recorded separately and reclaimed at regular intervals.

F. Petty Cash payments were properly supported by receipts, all petty cash expenditure was approved, and VAT appropriately accounted for.

Petty Cash Procedures

I note that the Parish Council does not operate a petty cash system.

- 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.**

Payroll Controls

I have examined the PAYE records for the Clerks Salary and her expenses records. The Clerks salary and expenses have been approved by the Council and PAYE and NIC have been properly operated by the Council as an employer.

Contracts of Employment and Job Descriptions have been examined and are appropriate for the job. The Clerk has been paid in accordance with the salary scales in her contract.

- H. Asset and investments registers were complete and accurate and properly maintained.**

Asset Controls

I have examined the Council's Asset Register and found it to be complete and properly maintained.

- I. Periodic and year-end bank account reconciliations were properly carried out.**

Bank Reconciliation

I have examined the Bank Statements and the Receipts and Payments Book and confirm that there is a Bank Reconciliation for each account. The reconciliation is carried out monthly and explanations entered for any un-reconciled amounts or outstanding cheques. The total value of the investments is summarised on the reconciliation.

- J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cashbook, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.**

Year-End Procedures

I can confirm that the year-end accounts are prepared on a Receipts and Payments basis and that the accounts agree with the cashbook with an appropriate and adequate audit trail.

K. IF the authority certified itself as exempt from a limited assurance review in 2018/19, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2018/19 AGAR tick “not covered”)

I note that the Council has completed the Annual Governance and Accountability Return 2019/20 Part 2 where the higher of gross income or gross expenditure was £25,000 or less and that the Council has certified themselves as exempt from a limited assurance review.

The Parish Council certified itself as exempt from a limited assurance review in 2018/19.

L. The authority has demonstrated that during summer 2019 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.

I have examined your website and noted the records posted on the site. I confirm that the council has correctly provided the proper opportunity for the exercise of public rights.

M. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.

The Parish Council holds no trust funds.

Matters for the Council’s Attention

I would like to bring the following points to the attention of the Council:

- **The Precept amount is not recorded in the Minutes. Please ensure the Minutes states the actual amount of Precept you have agreed.**

Your Clerk’s accounts are excellently presented in a clear and precise manner and I would like to thank her for her help and co-operation in preparing for the Internal Audit.

Yours sincerely,

Mrs A.E. Barnes FSLCC