

Internal Audit Checklist

		Included (✓)
1	Completed Accounts section of AGAR Annual Return and supporting account.	✓
2	Prior years certified AGAR Annual Return	✓
3	Prior year audit issues arising as reported to the Council by the auditor.	✓
4	Response to previous years internal audit report. Minute reference 26th July 2023 – Minute number 16. Comment: <i>It was noted that the Internal Auditors report was accepted, however no commentary against the issues and recommendations raised were provided to demonstrate actions taken by the Parish Council.</i>	✓
5	Please state the following from the financial regulation on contracts: - Level of obtaining quotations > - Level for formal tender process > Provide evidence for any contracts above these levels that the financial regulation have been completed with.	£1,000 £1,000 No evidence found.
6	Minutes for the Financial Year Comment: <i>All minutes were provide for review. I noted that the Clerk's appointment was confirmed on 26th March 2024, however there is no reference to the Clerk also acting as the RFO.</i>	✓
7	Copy of risk assessment(s) and Internal Control procedures. Comment: <i>Risk Assessment was noted as accepted in the minutes of Wednesday 17th May 2023 – suggest that the Risk Assessment review date on the document be updated. Also noted that the Risk Assessment on the website under 'Governance' is a completely difference version.</i>	✓
8	Internal audits are required to conclude on whether the Public Rights Notice during the previous Summer was compliant with the Regulations. Therefore, for the 2023-24 internal audit, was the following reviewed:- - A copy of the completed 2022-23 Notice of Public Rights and Publication of the Annual Governance and Accountability Return - Evidence of compliance, for example a dated photograph showing the first day of the Notice of Public Rights on the noticeboard and/or a dated computer screenshot showing the first date of the Notice of Public Rights on the website for 2022-23	Noted on Website No evidence.
9	Insurance Documents	Not provided
10	Cashbook (or equivalent) and bank reconciliations. Comment: According to your Financial Regulations the Parish Council should - on a regular basis, at least once in each quarter , and at each financial year end, a member other than the Chairman shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification.	✓ No evidence of this being carried out
11	Bank Statements for the financial year and up to the date of the audit	Bank Statements only provided until 3 rd March 2024

12	Petty Cash book and Vouchers	N/A
13	All expenditure/vouchers/invoices for transactions and any purchase orders	Invoice not provide for February 2024
14	Financial Regulation and Standing Orders of the Council. Comment: Adopted on 25th January 2017 – no evidence on these documents that these have been reviewed or when the next review date is. I notice in the minutes that they have been reviewed in July/September 2023.	✓
15	All payroll records and HMRC Returns. All contracts of employment.	✓ Not provided
16	VAT returns and supporting VAT records. Comment: I note that you plan to undertake a VAT reclaim in 2024 – please note that there was no VAT rebate claimed in 2022-23 as well as 2023-24 – a VAT claim can be made once a year for any amounts below £100.	No evidence
17	Evidence of authorisation for clerk's salary clerk/members expenses.	✓
18	The fixed asset register together with valuations	✓
19	Budgetary control information including calculation of the precept requirement and any budget monitoring reports raised to the Council during the year.	No evidence due to absence of clerk..
20	Details of ear-marked reserves and any planned capital expenditure scheme (for current and future years). Comment: It was noted that the Parish Council do not hold significant reserves.	No evidence
21	Analysis of s137 and the S137 statutory limit for Threapwood Parish Council	No evidence found
22	For councils with income and expenditure not exceeding £25,000 – is the councils website maintained and all information required for the Transparency Code published. Comments: As commented earlier, the website is not up-to-date and agendas and attachments are missing for meeting in 2024.	https://www.threapwoodparishcouncil.co.uk/
23	Any partnership agreements and/or service level agreements to support partnerships in which the council participates.	N/A
24	Evidence that responsibilities as sole trustees of charities have been completed with (where relevant). Please also state charity name and charity number	N/A

Comments:

I note that the current Clerk only took on the position from March 2024 and information that is missing from the records/website etc date prior to this.

Some elements of the website are out of date.

Approved Payments – not all payments in the cashbook were approved in a set of minutes – note the good practice of listing them out as per March 2024.

There were a couple of invoices missing from the file together with a bank statement missing, I understand that this is due to the changing of the clerk during the year and hopefully this will be resolved for the next financial year.

Item No	Issue	Comments / Actions
6.	No reference to the Clerk acting as the RFO	This has included as an agenda item for the May meeting.
7.	Risk Assessment	This is due to be updated (please see notes below).
9.	Insurance Documents	I will contact the PC's insurance provider to request documents for 2023 / 24.
10.	Cllr should sign bank reconciliations and the original bank statements at least once a quarter	This will be carried out at each PC meeting when the cheques / payments are authorised and signed.
11.	Bank Statement	The bank statement covering 03/03/24 – 31/03/24 was only received w/c 20/05/24. The closing balance as at 03/03/24 is the same as the closing balance as at 31/03/24 therefore there is no change to the year end bank reconciliation.
13.	Missing invoices	These were not included in the handover paperwork.
14.	Financial Regulations and Standing Orders	Please see notes below.
15.	Contract of employment	Copy available (I was not aware that I had to submit it as part of the Internal Audit).
16.	VAT Claim	A VAT claim will be made at the end of the current financial year to cover previous financial years.
22.	Comment regarding the website not being up to date	I have asked the previous clerk for instructions on how to add documents to the website (they are all different!) and am waiting for instructions. I will follow this up (or have another try at working out how to add the documents).

Notes:-

I have experienced issues with accessing the files internal regulations (e.g. Risk assessment, Financial Regulations and Standing Orders etc) as they are all stored only on the website and in no other format.

Both the Financial Regulations and Standing Orders have recently been updated by NALC therefore I will be reviewing and updating these for consideration by the PC; I will also look at reviewing and updating the current Financial Risk Assessment.